

THE UNIVERSITY OF TEXAS AT EL PASO  
STUDENT BUSINESS SERVICES  
**STATEMENT OF UNDERSTANDING (SOU)**  
*Please email form to [sbsforms@utep.edu](mailto:sbsforms@utep.edu)*

FALL 2018

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Student Name: \_\_\_\_\_ UTEP email \_\_\_\_\_@miners.utep.edu

Student phone number: (\_\_\_\_\_) \_\_\_\_\_

Third Party Sponsor: \_\_\_\_\_

**Student Responsibilities every Semester:**

- **Signing and submitting an (SOU) and sponsorship documentation by the payment due date.**
- **Ensuring** your tuition and fees are paid by the payment due date.
- **Checking** your ebill statement through Pete's Payment Options for the payment due date.
- **Making alternate payment arrangements** (e.g. full payment, installment plan, tuition loan), if Third Party documentation is not complete.
- **Notifying SBS** immediately of any class schedule changes so payment can be adjusted accordingly.
- **Paying any additional charges occurring after Census Day.**

**Foreign Students:**

- Third party payments will not be posted to your account until the health insurance premium (**MEGA**) is paid in full or the health insurance waiver is processed by Human Resource Services.

**Third Party Billing Process:**

- Invoices will be sent to Third Party sponsors based upon Census Day enrollment.
- Issues arising from changes made after census day are between you and your Third Party sponsor.
- If for any reason your Third Party sponsor **does not make payment** to **UTEP** within 60 days of invoicing, the unpaid amount will be charged back to your student account.

I understand that failure to submit an SOU by the **payment due date** could result in my course schedule being dropped for non-payment. Upon reinstatement I will be assessed a \$200.00 reinstatement fee which is **not covered** under any Third Party sponsorship.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Staff Name \_\_\_\_\_ Date Stamp \_\_\_\_\_

**Verified proof of Sponsorship :**

FSL  Sponsorship Letter  Purchase Order/Voucher  TX Tomorrow

Texas Tomorrow ID number (if applicable) \_\_\_\_\_