

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

FALL 2023

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Student Name: _____ UTEP email _____@miners.utep.edu

Student phone number: (_____) _____

Third Party Sponsor: _____

Texas Tomorrow ID number (if applicable) _____

Student Responsibilities every Semester:

- Signing and submitting an (SOU) and sponsorship documentation by the [term's payment deadline](#).
- **Ensuring** your tuition and fees are paid by the end of the term.
- **Generating** an [On Demand Statement](#) through Pete's Payment Options.
- **Making alternate payment arrangements** (e.g., full payment, installment plan, tuition loan), if Third Party documentation is not *complete, submitted by payment deadline OR WILL NOT COVER 100% of TUITION & FEES*.
- Notifying SBS immediately of any **class schedule changes** so payment can be adjusted accordingly.
- **Paying any additional charges occurring after Census Day.**

Foreign Students:

- It's the students' responsibility to contact Human Resource Services to apply for a health insurance waiver or pay the health insurance premium (MEGA) in full.

Third Party Billing Process:

- Payments and invoicing will be done after census day.
- 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** by the end of the semester, the unpaid amount will be charged back to your student account.

By signing this form, I understand and agree to the information provided. Failure to submit an SOU by the **payment deadline** could result in late fees and/or 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: _____