

THIRD PARTY PAYMENT PROCESS



Office of Student Accounts, 40 Avon Street, Keene, New Hampshire 03431-3516
Tel 603.283.2490 Fax 603.357.7563 www.antiochne.edu

Third Party Payment Process

It is the policy of Antioch University New England that all tuition/fee costs be paid in full by the Registration Deadline for each semester.

However, if a Third Party Payer has agreed to pay all or a portion of your tuition and fees, payment of the covered tuition/fee costs may be deferred. There is specific information that the Student Accounts Office requires before these costs can be deferred:

A letter from the Third Party Payer authorizing all or part of your tuition and fees must be provided, stipulating:

- what amount is the responsibility of the Third Party (see checklist to follow) and what remains the student responsibility. Any portion that is the responsibility of the student must be paid in full by the Registration Deadline for each semester.
- verification that this payment will be made directly to Antioch University New England within the first 6 weeks of the semester unless other contingencies are specifically defined and have been accepted by the Student Accounts Office.

Participation in the Third Party Payment Process constitutes authorization for the Student Accounts Office to discuss your account with your designated Third Party Payer.

Should you find that you need to communicate additional information to us, please do so through FirstClass or by phone at 603.283.2490. Our office is staffed from 8:30 AM to 4:30 PM, Monday through Friday for your convenience.

Third Party Authorization Checklist

If you are being financially assisted in any way for your education, the following information will help us determine the correct method of billing.

Please have your Third Party Payer provide the following information:

- Name, address, and contact information
- Student's name and program
- Tuition/fees amounts covered by Third Party
- Reimbursement to Antioch procedure (ie: company purchase order required, per credit bill required, etc)
- Additional requirements for reimbursement to Antioch (ie: course descriptions, final grades, etc)

Third Party reimbursement is accepted by Antioch University New England, only if the payments are made directly to Antioch University New England in a timely manner. No balance will be permitted to be carried over from one semester to the next. All balances must be paid in full before the next semester's registration deadline.

Participation in the Third Party Payment Process constitutes authorization for the Student Accounts Office to discuss your account with your designated Third Party Payer.

Please feel free to contact the Student Accounts Office for more information at
603.283.2490 or studacct@antiochne.edu.