



## Third Party Payment Checklist

**Student's Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

If you are receiving an outside scholarship or payment from a third-party organization or agency, please use this checklist as a guide to ensure timely processing. Documents must be submitted **prior** to the semester payment due date.

Deadlines by term can be found at: [hofstra.edu/deadlines](https://hofstra.edu/deadlines).

\_\_\_\_\_ Complete a FERPA authorization for each agency.

\_\_\_\_\_ Provide an official award letter from the organization or agency that will be submitting a payment towards your balance. The letter should include:

- The semesters the payment/award will cover
- The type of charges the award payment covers (ie, tuition, fees, housing, meals)
- The contact information for the organization
- If Hofstra needs to bill the organization to receive the payment

\_\_\_\_\_ If the organization requires a transcript, please submit your transcript to the organization in a timely manner.

\_\_\_\_\_ If the organization needs a W-9 from the University, an official request should be sent to **Bursar3rdParty@hofstra.edu**.

Official award letters or questions can be sent to **Bursar3rdParty@hofstra.edu**. Scholarship checks should be **made payable to Hofstra University** and mailed or dropped off to location below:

Hofstra University  
Office of the Bursar/Student Accounts  
205 Memorial Hall  
126 Hofstra University  
Hempstead, NY 11549-1260

If you have questions, you can reach your Student Financial Services counselor at [sfs@hofstra.edu](mailto:sfs@hofstra.edu) or **516-463-8000**