THIRD-PARTY TUITION PAYMENT OR
THIRD-PARTY INVOICE AUTHORIZATION

If a student has third-party sponsor (such as a parent or employer) for payment of tuition, the student has two options.

Option 1: The student may give access to the student’s account online to the sponsor to pay directly once the student is enrolled through STUINFO <http://stuinfo.msu.edu/> (This does not give the sponsor access to grade information. The student would need to give them ‘guest status’ if you wish them to have access to your grades.) <http://ctlr.msu.edu/COStudentAccounts/EbillQuestions.aspx#GuestRelatedQuestions>

**Students can now grant permission to parents or other interested parties to view the student’s tuition information on the web. The guest must have a valid email address. Due to privacy regulations, only the student can grant this permission.**

If you are an MSU student and want to grant guest access to a third party, go to [STUINFO](http://stuinfo.msu.edu) <http://stuinfo.msu.edu/> and click on "Online Guest Enrollment".

Option 2: If the student desires 3rd Party Billing the sponsor needs to send Marian Matiyow a letter of authorization (see sample letter below).  She will then immediately set this up on the student’s account. This should be done prior to the tuition due date listed in STUINFO. After the last day to drop classes each semester MSU will prepare an invoice and mail it to the sponsor.  (Spring Semester in February, Summer Semester in June, or Fall Semester in September) A $25.00 processing fee is included in each invoice prepared.  The sponsor does NOT pay from the student’s billing. They must wait until they receive an invoice from the Office of the Controller, Department Receivables.

If the sponsor pays directly on the account of the students through STUINFO, it is treated as a regular payment to the student's account and is NOT considered 3rd Party Billing.

Michigan State University:

Federal ID No. 38-6005984

Duns: 556256436

SAMPLE THIRD-PARTY INVOICE AUTHORIZATION
(Copy, paste and print on your company letterhead)

Date

Ms. Marian Matiyow
Fees, Scholarships and Administered Funds
Michigan State University
140 Administration Building
East Lansing, MI 48824 USA
**FAX:        517-353-1935**

Dear Marian:

This letter shall authorize you to third-party invoice us for 100% of the tuition expected to be: **(USD) $2,685.75** per 3 credits course/($895.25/per credit) for non-Michigan residents **(USD) $2,095.50** per 3 credits course) ($698.50/per credit) for Michigan residents for spring semester 2017 (or summer semester 2017) for **Lifelong Education Program** students along with a fee for third-party invoicing in the amount of **(USD)$25.00**. **[IF YOU ARE NOT A LIFELONG EDUCATION STUDENT, PLEASE CHANGE THESE AMOUNTS TO YOUR PARTICULAR PROGRAM’S TUITION AND FEES, WHICH YOU MAY OBTAIN FROM STUINFO, IF YOU ARE ENROLLED IN A DEGREE PROGRAM AT MSU or from**

[**http://ctlr.msu.edu/COStudentAccounts/Tuition\_Fees\_MainMenu.aspx**](http://ctlr.msu.edu/COStudentAccounts/Tuition_Fees_MainMenu.aspx)

[Remove if not applicable.]

And a fee for international student health insurance. [Only for international students living within the United States.]

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student PID (MSU issued personal identification number) A \_\_\_\_\_\_\_\_\_\_ (if you know)
Course Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(i.e., Food Regulation in the United States)
Course No.:  FSC \_\_\_\_ (i.e., 810, 811, etc.) Section 730

You may invoice us as follows:
NAME OF COMPANY
ATTENTION:  \_\_\_\_\_\_\_\_\_
ADDRESS OF COMPANY

RE:  (STUDENT NAME), PURCHASE ORDER NUMBER: \_\_\_\_ (if you have one)

Signature, Name and title of authorized individual

**-----------------------------------------------------------------------------------------------------**

**Here is Marian’s contact information:**

**Marian Matiyow
Michigan State University
Student Fees, Sponsored Aid & Fellowships
140 Administration Building
East Lansing, MI 48824 1046
PHONE:  517-355-3300 or 800-775-4323
FAX:        517-353-1935
E-MAIL:** **Matiyow@ctlr.msu.edu** **-------------------------------------------------------------------------------------------------------
In addition to mailing the original, your company should fax the signed letter to Marian Matiyow at (517) 353-9640.   Also, please remind me at the time you submit your Application for enrollment so that I can notify the Registrar's Office.**

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Your Personal Identification Number (PID) [Example: A01234567] is issued by the Michigan State University Registrar after the submission of your student application for your first MSU course. If you do not know your PID, you may use your applicant number or contact me at **IFLR@anr.msu.edu**

Students MUST confirm their intention to attend the semester by clicking on the **Confirm Attendance** button when viewing the bill in [**STUINFO**](http://www.stuinfo.msu.edu/) or by selecting the **Confirm Attendance** menu item in [**STUINFO**](http://www.stuinfo.msu.edu/).

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The **International Food Law Certificate Program** courses are offered by the **Institute for Food Laws & Regulations**, Department of Food Science & Human Nutrition, College of Agriculture & Natural Resources at Michigan State University and the MSU College of Law through the new [**Desire2Learn (D2L)**](http://www.d2l.msu.edu/)course management system[**http://www.d2l.msu.edu/**](http://www.d2l.msu.edu/).

**International students** taking courses through the **Lifelong Education Program** who reside outside the United States and are taking their courses online via the Internet may request a waiver of the international student health insurance fee from Elaine Smith smit2153@ctlr.msu.edu Laurie Schlenke schlenke@ctlr.msu.edu.

The 3 credits received per course are fully accredited through Michigan State University. Up to 9 credits with a minimum 3.0 grade through the **Lifelong Education Program** may be transferred to a Michigan State University graduate program, most of which have a maximum five (5) year completion time limit from the original semester of your first transferred course.

**Current courses:**

[**Schedule of three (3) credit course offerings by Semester**](http://www.iflr.msu.edu/iflr/courses/course_schedule)

* **FSC** [**810, Section 730, International Food Laws and Regulations [Overview]**](http://www.iflr.msu.edu/ifl.html)**(fall/spring)**
* **FSC**[**811, Section 730, Food Regulation in the United States**](http://www.iflr.msu.edu/usfl.html)**(fall/spring)**
* **FSC** [**812, Section 730, Food Regulation in the European Union**](http://www.iflr.msu.edu/eufl.html)**(fall/spring)**
* **FSC813*,*** [**Section 730, Food Regulation in Latin America**](http://www.iflr.msu.edu/lafl.html) ***(fall semester only)***
* **FSC** [**814, Section 730, Food Regulation in Canada**](http://www.iflr.msu.edu/cafl.html) ***(spring semester only)***
* ***FSC*** [**815, Section 730, Food Regulation in China with Overview of Asia Food Law**](http://www.iflr.msu.edu/cafl.html) ***(summer semester only – full semester)***
* **FSC816**[**, Section 730, Codex Alimentarius (The Food Code)**](http://www.iflr.msu.edu/codx.html)**(fall/spring)**
* **FSC817*,*** [**Section 730, Animal Health, World Trade, and Food Safety: Challenges and Opportunities - OIE (World Organisation for Animal Health)**](http://www.iflr.msu.edu/oie.html) ***(fall semester only)***
* **FSC 890, Section 734, Regulatory Leadership in Food Law *(spring semester only -
odd years)***
* **FSC 890, Section 731 -** [**Preventive Control for Human Food – FSMA (*fall semester 2017* – odd years – full semester-3 credits)**](http://vu.msu.edu/preview/anr-ifl/2002/ifl.html)

**Schedule of FSMA Short Courses two (2) credits each**

* **FSC 890, Section 733** [**Foreign Supplier Verification Program FSMA (summer semester only – odd years)** Two (2) Credits, Seven (7) Week Short Course: **May 15 – June 30, 2017**](http://vu.msu.edu/preview/anr-ifl/2002/oie.html)
* **FSC 890, Section 732 Produce Safety - FSMA (fall semester only – even years)**

Two (2) Credits Seven (7) Week Short Course: **August 29 – October 12, 2018**

**Please let me know if you need any further assistance.**

**Mary Anne Verleger, Course Manager
Institute for Food Laws & Regulations
Michigan State University
469 Wilson Road, Suite 139**

**G. Malcolm Trout FSHN Building
East Lansing, MI  48824-1302
Telephone:  (517) 355-8295
Fax:  (517) 432-1492
Email:****IFLR@anr.MSU.EDU**[**http://www.iflr.msu.edu**](http://www.iflr.msu.edu)

The following articles may assist you in approaching your employer to assist with your educational expenses:

[Paying Tuition Benefits Firms](http://www.mariposaleadership.com/_files/user/SF%20Examiner%20-%20Hinder%20Communication%208-11-07.pdf)
[*http://www.mariposaleadership.com/\_files/user/SF%20Examiner%20-%20Hinder%20Communication%208-11-07.pdf*](http://www.mariposaleadership.com/_files/user/SF%20Examiner%20-%20Hinder%20Communication%208-11-07.pdf)

[How to Convince Your Employer to Pay for Your Education](http://distancelearn.about.com/od/payingforschool/a/Tuition_Assist.htm)
<http://distancelearn.about.com/od/payingforschool/a/Tuition_Assist.htm>

[How to **Get** an **Employer** to **Pay** for Graduate School | eHow.com](http://www.ehow.com/how_2146758_get-employer-pay-graduate-school.html)
[*http://www.ehow.com/how\_2146758\_get-employer-pay-graduate-school.html*](http://www.ehow.com/how_2146758_get-employer-pay-graduate-school.html)

[Will **Your** **Employer** **Pay** **Your** **Tuition**?](http://www.back2college.com/tapprograms.htm)
<http://www.back2college.com/tapprograms.htm> *·*

[**Get** **Your** Boss to **Pay** for College](http://www.collegegrad.com/articles/college-tuition-reimbursement.shtml)
[*http://www.collegegrad.com/articles/college-tuition-reimbursement.shtml*](http://www.collegegrad.com/articles/college-tuition-reimbursement.shtml) ·

[Part-Time MBA - How to **Get** the Boss to **Pay** for **Your** Part-Time MBA](http://businessmajors.about.com/od/payingforschool/a/ptmbaadvice.htm)
<http://businessmajors.about.com/od/payingforschool/a/ptmbaadvice.htm>  ·

[Tips to **get** an **employer** to **pay** an online degree for you](http://www.successdegrees.com/get-your-employer-to-pay-for-school.html)
[*http://www.successdegrees.com/get-your-employer-to-pay-for-school.html*](http://www.successdegrees.com/get-your-employer-to-pay-for-school.html)  ·