Third Party Payment of Registration and Course Fees

In order to be processed, UW in the High School (UWHS) registrations must include valid payment or official documentation regarding payment to be made by a third party organization. If documentation is provided in lieu of payment, the registration will be processed and the third party sent an invoice to pay fees owed.

Note that parents, relatives, or other individuals paying a student’s fees are not considered a third party. In this case, valid payment must be provided at the time of registration; invoices will not be issued for later payment.

Instructions to Students

If a third party will be paying some or all of your UWHS registration and course fees, follow these steps:

- Under the “Method of Payment” section on the registration form, mark the option indicating enclosure of documentation regarding payment of fees by a third party.
- Obtain official documentation from the third party indicating payment of the fees. Documentation includes a Purchase Order (PO), letter on official letterhead, or check for payment. *
- By the registration deadline, return your completed registration form, documentation, and any remaining payment not covered by the third party to:
  
  UW Educational Outreach Registration Services
  
P.O. Box 45010
  
  Seattle, WA 98145 – 0010

* Note that if you are receiving assistance through your school, you may be instructed to turn in your registration materials and portion of the fees to a specific contact at your school. In this case, the school will mail your materials, along with the official documentation, to UW Educational Outreach Registration Services.

Once received, your registration will be processed and you will be sent a Transaction Summary in the mail. If a PO or letter was provided in lieu of payment from the third party, your Transaction Summary will indicate a balance owed that will be billed to the third party.

Note that in order to be processed, your registration must include documentation and/or payment for the entire amount of fees due.

For more information about registration and payment contact:

UW Educational Outreach Registration Services
Phone: (206) 543-2310 or (800) 543-2320
Email: uweoreg@pce.uw.edu

For other questions about the UWHS program contact:

UW in the High School Office
Phone: (206) 685-6404
Email: uwhs@pce.uw.edu

Turn over for instructions for third party payers
Instructions to Third Party Payers

Payment of UWHS registration and course fees can be made by providing a PO, letter on official letterhead, or check. The preferred method of delivery is for the documentation to be submitted together with the registration forms.

Preparation of Documentation
- PO or letter on official letterhead
  - Address to:
    UW Educational Outreach Registration Services
    P.O. Box 45010
    Seattle, WA 98145 – 0010
  - Include the name of each student and dollar amount of assistance to be provided. Be sure to also indicate the name and address of where the invoice should be sent.
- Check
  - Make payable to: University of Washington
  - Attach list of each student’s name and amount of assistance to be provided.

Submission
There are two preferred options for submitting payment documentation:

- Provide documentation to the student(s) for submission with their registration forms. (Refer students to the instructions on the other side of this document for how to complete the registration process.)
- Instruct students receiving assistance to provide their registration materials to a designated contact at the school. This contact then sends the forms, any fees paid by the students, and documentation of the third party’s payment in a batch to:
  UW Educational Outreach Registration Services
  P.O. Box 45010
  Seattle, WA 98145 – 0010

Regardless of the method of submission, once the UWEO Registration Office receives the registration and documentation, the registration will be processed and invoice generated. To ensure processing, registration forms and documentation must be mailed by the registration deadline as listed on the UWHS Registration Instructions provided to students: October 30, 2015 for fall registration and February 29, 2016 for second semester courses.

Third Party Credit Card Payments
If you will be paying some or all of a student’s fees on a credit card, be aware that the Transaction Summary, which also serves as a receipt, will only be sent to the registered student. We are unable to send this document or other receipt to anyone besides the registered student.

Due to the time involved, please do not plan to pay the fees for multiple students via credit card – either at the time of registration or when paying an invoice.

For questions about preparation of PO or other documentation contact:
UW Educational Outreach Registration Services
Phone: (206) 543-2310 or (800) 543-2320; Email: uweoreg@pce.uw.edu

For questions about invoices contact:
UW Educational Outreach, Finance
Phone: (206) 685-6330; Email: accounting@pce.uw.edu

*Turn over for instructions for students*