

## Haas School of Business

### *EW MBA Third Party Payment Options*

#### **1. Company Reimbursement**

With this option, students arrange for the payment of tuition at the beginning of each semester through personal funds, financial aid, and/or the Deferred Payment Plan. After successfully completing courses for that semester, the student requests tuition reimbursement from his/her company, following the guidelines that have been established by that company. To support this process, the EW MBA Program Office produces a grade letter for students at the end of each term, after final grades have been received by faculty. This letter includes the courses taken, the number of units, final grades, and a statement of tuition fees. Please note that this letter is not an official receipt of payment which is only issued by Billing and Payment Services. First year students will receive a grade letter at the mid-point in the semester for the completion of the first set of core courses.

#### **2. Corporate Sponsorship at Beginning of Term**

A student's employer may agree to pay all or part of that student's fees at the beginning of the semester after receiving an invoice from UC Berkeley. In order to initiate the process, the company produces a "letter of credit" or "voucher" that indicates the total tuition amount that the company will pay on the student's behalf that semester. The letter should include the student's name and student ID, the courses being taken that term, tuition amount that the company will cover, company billing address for invoice, etc. The letter is sent directly to UC Berkeley Billing and Payment Services where an account is set up for the company and an invoice is sent out. In the meantime, the student's CARS account is credited for the amount indicated on the original letter. The student is responsible for paying any additional fees above and beyond the amount indicated by the company.

The "letter of credit" or "voucher" should be mailed to Billing and Payment Services after the semester's fees have been assessed. Please use the following address:

Billing and Payment Services  
Att: Third Party Billing  
UC Berkeley  
140 University Hall  
Berkeley, CA 94720-1111

#### **3. Blind Payment**

With this option, a student can allow a third party to make a one-time payment directly to the University using an e-Check. This is a good method for a company to make a one-time payment to a student's account. To do this, a student accesses his/her own fee information and provides it to a third party along with his/her student ID number (SID). The third party uses BearFacts to make a blind payment, referenced to the SID number, using the e-Check system. The person making the payment does not gain access to the student's Campus Accounts Receivable System (CARS) account.

The third party making payment goes to BearFacts at <https://sis.berkeley.edu/bearfacts/> and clicks on e-Bill/e-Check Access for Parents and Others (Non-Students), then on Take me to One Time Payment Gateway.

#### **4. CalNet ID and Pin Access**

A student may decide to provide a third party with access to his/her CARS account. Once an e-Bill account is established, the student shares his/her CalNet ID and Pin with a third party who is then able to view and make payments to the student's account. The student can grant this type of access to up to three separate individuals.

The third party goes to BearFacts at <https://sis.berkeley.edu/bearfacts> and clicks on e-Bill/e-Check Access for Parents and others (Non-Students), then on Take Me to e-Bill/e-Check.

For questions on any of the third party payment options, please contact Tim Gaherty in the EW MBA Program Office at [gaherty@haas.berkeley.edu](mailto:gaherty@haas.berkeley.edu) or 510-643-0435.

*The Program Office will not be able to provide tax information or advice related to payment options. Please consult a tax professional.*