



### SPONSORSHIP BILLING APPLICATION FORM - FOR TUITION FEES

Note: This application is not for organizations granting scholarship, award or bursary funds. Parties eligible to act as a sponsor include organizations, companies, Indigenous bands and government agencies.

#### Instructions

Please complete one form per student and return it by fax to 604.822.5816 by the deadlines below.

Sponsorship letters are not accepted unless accompanied by a completed Sponsorship Billing Application form. Once processed, students will be required to give Third Party Authorization to their sponsor through Workday Student. Third party authorization is required because student records and information at UBC are protected under the Freedom of Information and Protection of Privacy Act (FIPPA).

#### Important Deadlines

Forms received after the deadlines indicated below may not be processed. As a result, tuition will not be deferred and will not be billed to the sponsoring organization. Students are required to pay their fees by the standard payment due dates, and then request reimbursement from their sponsor directly. For more information, visit <https://students.ubc.ca/enrolment/dates-deadlines>

Outstanding fees on the sponsor student's account must be paid before this application can be processed.

Sponsorship Billing forms must be received by the following due dates:

Session	Date	Deadline
Summer Session	May - August	April 1
Winter Session (Term 1)	September - December	August 1
Winter Session (Term 2)	January - April	November 1

#### Late Payment

Interest will be assessed monthly on all late payments. Students with overdue amounts risk being placed on financial hold and subject to late fees. When on financial hold, registration activity is restricted, including adding and dropping courses. In addition, requests for official academic transcripts are not granted, and graduation diplomas are withheld. The financial hold will only be lifted when outstanding fees are paid. Students are responsible for all fees charged by UBC which are not paid by their sponsor.

#### Invoices

After the add/drop deadline of each term, invoices will be sent by email. A mailed paper copy is available by request only. Please refer to the invoice for the payment due date.

UBC invoices in Canadian currency only. The university can accept payments in either Canadian or US funds (no other foreign currency is accepted). UBC is not responsible for exchange rate differences.

#### Tax Receipts

Please be advised that, in keeping with Canada Revenue Agency guidelines, it is the responsibility of the sponsoring organization to issue a T4A tax receipt to their sponsored students. UBC does not provide this service.



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**Student Details**

Student Number (8 digits): \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student’s Date of Birth (DD/MM/YY): \_\_\_\_\_

**Duration of Sponsorship**

Indicate the term(s) of sponsor coverage\*:

Summer Session 20____	Winter Session 20____/20____	Other: More than one year. Please specify start and end dates (MM/YY): _____ to _____
Term 1 & 2 (May – August)	Term 1 (September – December)	
	Term 2 (January – April)	

\* Sponsors can apply to support a student for as short as one term or over multiple years. Sponsors who support a student for one term only but determine at a later point that they can continue the sponsorship are asked to submit a new application. Contracts do not automatically renew. Sponsors with a multi-year contract do not need to submit a new application every term or session.

**Coverage and Limitations**

**Tuition and Student Fees**

1. Select ONE of the followings that you or your organization will pay:

- C1: Tuition **plus** all student fees which includes U-Pass AND extended medical and dental fees\*\*
- C2: Tuition **plus** all student fees, but excluding extended medical and dental fees (mandatory unless student provides proof of existing coverage)
- C3: Tuition **plus** all student fees, but excluding U-Pass (transit pass – mandatory unless student lives outside transit area during academic year and provides proof)
- C4: Tuition **plus** all student fees, but excluding U-Pass AND extended medical and dental fees
- C5: Tuition only (course fees - no student fees)

2. Indicate if there is a maximum dollar limit for tuition fees:

Maximum dollar limit per year (September to August) \_\_\_\_\_

Maximum dollar limit per session (2 terms per session) \_\_\_\_\_

Maximum dollar limit per term \_\_\_\_\_

**Textbooks and Supplies**

\$ \_\_\_\_\_ maximum dollar limit for Textbooks Supplies Textbooks and Supplies

\*\*Information about UBC student fees: <https://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,267,784,0>  
Information about the Extended AMS Health and Dental Plan (domestic students), or IMED (international students) can be found at the following link: <https://students.ubc.ca/health/health-insurance>



Sponsored Student Name: \_\_\_\_\_

Student Number (8 digits): \_\_\_\_\_

**Sponsor Details – Primary Contact**

Organization Name \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Primary Contact Email Address \_\_\_\_\_

Telephone Number (w/area code) \_\_\_\_\_ Fax (w/area code) \_\_\_\_\_

**Sponsor Details - Organization**

Organization Website \_\_\_\_\_

Organization Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province / State \_\_\_\_\_

Postal / Zip Code \_\_\_\_\_ Country \_\_\_\_\_

**Sponsor's Approval**

Sponsor's Name \_\_\_\_\_

Sponsor's Title (print clearly) \_\_\_\_\_

Authorized Sponsor's Signature \_\_\_\_\_

**Office Use Only**