

As a service to students, the university will invoice approved organizations for sponsored students' tuition and fees. (Examples of sponsoring organizations are government agencies or ministries, First Nations, and Workers' Compensation Boards.)

Please review the important information below.

Applying

To become an approved sponsor, organizations must:

- Submit an application with the details for each student to be sponsored by the deadline shown below
- Email to Student Finance and Awards at student_accounts@usask.ca
- Include "Sponsorship Application" in the subject line

Letters of intent to sponsor are not acceptable.

If an organization intends to sponsor a student but fails to submit the sponsorship application by the deadline, the student's tuition and fees are not deferred and will not be billed to the sponsor organization. The student remains responsible for paying tuition and student fees by the payment deadline and, if payment is late, any penalties; and for applying for reimbursement from the sponsor organization.

By signing the application, the organization authorizes the University of Saskatchewan to invoice the sponsor organization for the named student's tuition and student fees, and makes a binding commitment to pay the invoiced amounts by the deadline dates and any late payment penalties if payment is received after the deadline.

No restrictions or contingencies on sponsorship are allowed. For example, organizations may not:

- Opt out of paying late payment penalties on sponsored students' accounts for sponsored terms
- Require access to grades, transcripts, or registration changes before payment. In these circumstances, the student will be responsible to pay their tuition and fees and the sponsorship relationship will remain between the student and the organization
- If any academic or enrolment information is required, please ensure you get students to sign the Authorization to Release Information form on page 4

The student account of the student to be sponsored must be paid up to date before any sponsorship application will be accepted.

The university will review the application and notify the organization of acceptance or denial of sponsor status. Sponsor approval is entirely at the discretion of the University of Saskatchewan and may be withdrawn for non-payment or persistent late payment.

Approved sponsors

The university will not accept changes to individual students' sponsorships after the application deadline for the term.

Your organization will be assigned a client/vendor ID number, which must be included on all payments and correspondence.

Individual students' eight-digit University of Saskatchewan student numbers must be included on all payments and correspondence.

Your organization must submit a new application for each student each year (for this purpose, years follow a fall term / winter term / spring term / summer term schedule).

Upon approval sponsors will receive important USask updates and information via the contact details provided.

Billing and payment

Invoices are provided by email only.

Payments must be received by the due dates listed. Late payment triggers these penalties:

- Late payment penalty of 1.5% per month on overdue balances
- A financial hold is placed on the sponsored student's account preventing further registration, access to grades, transcript release, and degree parchments

Occasionally students make registration changes that result in a credit to their student account. If a sponsored student's registration changes result in a sponsor overpayment, the credit is refunded to the organization, not the student.

Critical Dates	Fall Term (Sep - Dec)	Winter Term (Jan - Apr)	Spring Term (May - Jun)	Summer Term (Jul - Aug)
Sponsorship application submitted	September 1	January 1	May 1	July 1
Invoice issued	October 1	February 1	May 30	July 15
Late payment Fees, services withdrawn	November 1	March 1	June 30	August 15

Student Finance and Awards

This form must be submitted to and approved by Student Finance and Awards before sponsorship is accepted.

Sponsor Information

Agency Name		Vendor ID
Billing Address		
Contact Name and Title		Contact Phone
Fax	Contact Email	

Authorized Coverage

Please indicate the terms and charges covered by sponsorship. Note: a new form must be submitted each year.

Sponsoring Organization Name		Vendor ID
Authorized terms (check all that apply) Fall Term 20__ (September to December) Spring Term 20__ (May to June) Winter Term 20__ (January to April) Summer Term 20__ (July to August)		
View a description of tuition and fees at students.usask.ca/money/tuition.php		
Amount sponsored (please choose ONE of the following options) Full tuition and all compulsory student fees Partial tuition to a maximum of : \$ _____ Full tuition and fees, EXCEPT the following (check any that apply): Health and dental fees (mandatory unless student provides proof of equivalent plan to Student Care before September 30 each year.) U-Pass (subsidized mandatory transit pass – some exceptions authorized by the USSU.) Other (please describe) _____		
Note: For more information regarding exceptions, ▪ Contact STUDENT CARE for details regarding health and dental fees ▪ Contact the USSU for details regarding U-Pass ▪ Contact the GSA for details regarding the graduate transit pass		

I hereby authorize the University of Saskatchewan to invoice this agency for tuition and fees for the student(s) listed here and agree to the terms and conditions stated on this document.

Payments must be made by the due date listed. **Late payment penalties equal to 1.5% per month will be charged and further sponsorship will not be considered until any outstanding balance in the account has been fully cleared.**

Authorized signature (sponsoring agency)	Name, Title	Date (DD/MM/YYYY)
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Student Finance and Awards

Student Information

USask Student Number	Last Name	First Name	Maximum \$ Amount <small>(if applicable)</small>	Your Reference ID <small>(if required)</small>

Student Finance and Awards

- Please complete a form for each student.
- Form is valid only for the sessions indicated below.
- Sponsoring Agencies: Please make copies of this blank form and keep a supply for your files.

Sponsoring Agency Information

Agency Name			
Address	City/Town	Province	Postal Code

Student Information

Name	Student Number
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Student Declaration

I authorize the University of Saskatchewan to release my academic records to the above sponsor for the following sessions:

20____ Fall/Winter Sessions (September–April)

20____ Spring/Summer Sessions (May–August)

Student Signature	Date (dd/mm/yyyy)
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