

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 apply to become a sponsor, this form must be filled out and submitted. Letters of intent to sponsor will not be accepted.

To become an approved sponsor, organizations must:

- Fill out the application with the details for each student to be sponsored by the deadline shown below. If you do not have the student number(s) please include the student's birth date.
- If any academic or enrolment information is required, please ensure you get students to sign the Authorization to Release Information form on page 4
- Submit the application to Student Finance and Awards by email to agencysponsorship@usask.ca and include "Sponsorship Application" in the subject line.

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).

Late applications

If an organization intends to sponsor a student but fails to submit the sponsorship application by the deadline, the student's tuition and fees will be billed to the student and not the sponsor organization. The student will be responsible for applying for reimbursement from the sponsor organization.

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.
- 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.

Application deadlines

Critical Dates	Fall Term (Sep - Dec)	Winter Term (Jan - Apr)	Spring Term (May - Jun)	Summer Term (Jul - Aug)
Sponsorship application submitted	September 10	January 10	May 1	

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 Sponsor approval is entirely at the discretion of the University of Saskatchewan and may be withdrawn for non-payment or persistent late payment.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

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

The university will not accept changes to individual students' sponsorships after the application deadline for the term. Any withdrawal of funding after the payment deadline will be looked at on a case-by-case consultation with management.

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

Billing and payment

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

Invoices are provided by email.

Payments must be received by the due dates listed on invoices. Late payment triggers the following penalties:

- Late payment penalty of 1% 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, and access to the Bookstore.

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.

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 (we will email your invoices here)	

Authorized Coverage

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

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)
Find information about tuition and fees at students.usask.ca/money/tuition.php .
Amount sponsored (please choose ONE of the following options): Pay full tuition and compulsory fees Partial tuition (Please provide partial tuition information in last two columns of chart on page 3) Full tuition fees, EXCEPT the following (check all that apply): Health and dental fees (mandatory unless student provides proof of equivalent plan to Studentcare before Sept. 30 each year.) U-Pass (subsidized mandatory transit pass – some exceptions authorized by the USSU.) Late registration fees Deferred exam fees
For more information regarding exceptions, ▪ Contact STUDENTCARE 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

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. **Late payment penalties equal to 1% per month will be charged and further sponsorship will not be considered until any outstanding balance in the account has been fully cleared.**

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.

Authorized signature (sponsoring agency)	Name, Title	Date (DD/MM/YYYY)
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If you are wanting student academic/financial information shared with you, your sponsored students can set you up as a proxy. Proxy Access Management is a tool accessible through PAWS that allows students to share certain information (view-only access) with a person or organization (called a proxy). Shareable information includes:

- Class registration information (including the specific classes they are registered in) and program information
- Tuition and fee information
- Final grade information

Examples of information that will not be shared are gender, academic standing, and holds.

To get started, your sponsored students will need to log into their PAWS account and add you as a proxy. You can refer your students these [instructions to add you as a proxy](#).

Setting up your account

When a student adds you as a proxy, you will receive three emails (and the student who added you will be copied):

1. **Email subject "Proxy access to USask student data":** Contains a unique webpage address the proxy will select to authorize their account.
2. **Email subject "USask proxy confirmation":** Contains the unique one-time-use password required to authorize their account.
3. **Email subject "USask proxy relationship update":** Contains proxy information and the URL they will use to log in.

When you select the unique webpage address (included in the "Proxy access to USask student data" email):

1. Enter the one-time code (included in the "USask proxy confirmation" email) and select "Submit".
2. Enter the email address that received the three proxy emails, the one-time code and a new password, then select "Submit".
3. Enter your email address as the username and the password you just set, and select "Submit"

You will be directed to the Proxy Personal Information page and should enter any required information (marked with a star) and select "Submit".

Accessing student information

1. Select the arrow in the "Select to view" box
2. The pages that you are authorized to view will appear in the list.

Questions? If you still have questions, email proxysupport@usask.ca.