



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 the Student Service Centre (SSC). 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:

Sessions	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. Payment is due within 30 days upon receipt of invoice.

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
 Term 1 (May – June) Term 1 (Sept – Dec) More than one year. Please specify start
 Term 2 (July – Aug) Term 2 (Jan – Apr) and end dates: _____ to _____
(mm/yy) mm/yy

* 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.

Limitations and Coverage

Select ONE of the following to indicate the costs you or your organization will pay:

Tuition **plus** all student fees which includes U-Pass AND extended medical and dental fees
Maximum dollar limit per year (September to August) _____
Maximum dollar limit per session _____
Other _____

Tuition **plus** all student fees, but excluding extended medical and dental fees (mandatory unless student provides proof of existing coverage)

Tuition **plus** all student fees, but excluding U-Pass (transit pass – mandatory unless student lives outside transit area during academic year and provides proof)

Tuition **plus** all student fees, but excluding U-Pass AND extended medical and dental fees

Tuition only (course fees - no student fees)

\$ _____ maximum 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