Information for Third Party Sponsoring Agencies

Welcome to The King's University where we work in many partnerships with third party sponsoring agencies across North America. In order to sponsor a student to attend our institution, please read the following information.

Students may be sponsored for the following:
- Tuition
- Mandatory Student Fees
- Residence and Meal Plan Fees
- Optional health and dental plan coverage *(this is an opt out program for students)*

Proof of Sponsorship
The King's Confirmation of Student Sponsorship Form must be completed and returned with a letter confirming above said sponsorship must be provided on your organization's letterhead in order for your sponsorship request to be valid. Please ensure that all billing and full contact information is contained within the letter.

Invoices
Sponsoring agencies will be sent an invoice following the Add/Drop Course Deadline for each term that a student is sponsored. For Fall Term classes, this will be mid-September, and for the Winter Term, this will be mid-January. Invoices will be emailed as a PDF document unless otherwise requested.

Books & Supplies
We do not operate a spending account through our campus bookstore for books and supplies and must be purchased directly by the student (out-of-pocket). Should your organization provide allowances for these items, please arrange with the student directly either a pre-payment or reimbursement of funds.

Transportation (U-Pass)
King's does not currently have a U-Pass and does not charge students for any transportation fees.

Refunds
All funds received will only be applied towards tuition & fees and will not be refunded to the student. Should a refund be available for the student with funds paid for by the sponsoring agency, these funds will be returned to the sponsor; or, upon sponsor approval, left on the student's account as a credit for upcoming approved fees.

Tuition & Fees
Fees are subject to change. For a full listing of our fees, visit: https://registry.kingsu.ca/Calendar

Changes to Sponsorship Arrangements
Any changes in this sponsorship agreement must be communicated in writing to the Registration and Student Finance office.

Interest Charges
Payment received for late invoices will result in interest charges for the student. Please pay on time and in full.

Questions?
Lesley Huska, Manager of Student Finance and Scholarships
Email: lesley.huska@kingsu.ca   Tel: (780) 465-3500 x8117   Fax: (780) 465-8321

Confirmation of Student Sponsorship Form *(to be completed by the sponsoring agency)*

STUDENT NAME (indicate full legal name of student)

First Name: _____ Middle Initial(s): _____

Last Name: _____

King's Student ID (*if known*): _____

Term(s) to be sponsored (check <u>all</u> that apply):

☐ Fall (Sep-Dec)   ☐ Winter (Jan-Apr)   ☐ Spring (May-Jun)   ☐ Summer (Jul-Aug)

The sponsor will cover these costs, per term (check <u>all</u> that apply):

☐   Tuition   100% or, up to a maximum of $ _____

☐   Mandatory Student Fees   100% or, up to a maximum of $ _____

☐   Residence Fees   100% or, up to a maximum of $ _____

☐   Meal Plan Fees   100% or, up to a maximum of $ _____

☐   Other (please specify): _____

Note: Books and Supplies must be purchased by the student and refunded by sponsor if eligible to claim fees.

SPONSOR INFORMATION

Name of Sponsoring Agency: _____

Contact Name & Title: _____

Email Address: _____

Telephone: (_____)_____ ext._____ Fax: (_____)_____

☐ **SPONSORSHIP LETTER IS ATTACHED**
A letter confirming above said sponsorship must be provided on your organization's letterhead in order for your sponsorship request to be valid.

CONTRACTUAL AGREEMENT

In signing below, I am confirming this student will be sponsored to attend The King's University for the terms listed above and I have read and understand the Information for Third Party Sponsoring Agencies document. I agree that payment will be submitted to The King's University, as per the invoice and by the date indicated in the invoice once received.

_____   _____

Sponsor Signature of Contact Name listed above   Date Signed

Please return with sponsorship letter on organizational letterhead to the Registration and Student Finance office (see top of page for address). If you have any questions, please contact the Manager of Student Finance & Scholarships at (780) 465-3500 x 8117.