



## SPONSORS OBLIGATIONS & RESPONSIBILITIES

---

1. The sponsoring agency must provide the University with all the pertinent student information, terms or year under which the sponsor agrees to pay fees on behalf of a student, dollar amounts (if applicable) and type of charges that may be billed. This information can be submitted either on the sponsor's letterhead or simply by completing the [SPONSORSHIP/Third Party Billing Application Form](#).
2. Please email the sponsorship letter to the Finance Department at [accountsreceivable@unbc.ca](mailto:accountsreceivable@unbc.ca) (**only**) when completed. After receipt of the letter, sponsorship will be entered on student's account for the charges that you have specified. You cannot be billed for something that you have not approved, that is why the specifics outlined in the attached form are necessary. The billing process starts after the last day to add classes or drop without financial penalty, as students still make a lot of changes to their registration schedules the first two weeks of each semester.
3. Please pay official invoices **ONLY** by quoting the invoice number and sponsor ID as reference and this will allow for speedier processing of payments. Statements are sent regularly to inform you of the current balance on your account. This is just for your information and should not be treated as an official invoice.
4. In September 2001 a new **Extended Health and Dental Fee** was implemented. This fee is part of registration costs, but will **not** be billed to you automatically. If this fee is included in your sponsorship, you **must** indicate this in your sponsorship letter. If the coverage is not required the student is responsible for opting out of the plan, by contacting the NUGSS office at (250) 960-6427.
5. In accordance with the law there is also another issue that must be addressed. The Freedom of Information and Protection of Privacy Act states that unless written permission is provided by the student, details about their account cannot be released. Please included this waiver [Third Party Release Form](#) with your sponsorship letter.

By accomplishing the above we will help the students enjoy their time here and will also establish good working relationships. If you have any questions or concerns about the above do not hesitate to contact the [Accounts Receivable Office](#) at (250) 960-6390 and we can discuss them.