

INFORMATION GUIDE FOR SPONSORS

What is a sponsored student?

A sponsored student is a student whose educational expenses are paid, either in part or in full, by a **third-party organization** directly to Carleton University.



What information is required to initiate a sponsorship?

Student Accounts requires a **copy** of the sponsorship **agreement**, which should include:



- 1 The student's **name** and Carleton University **student number**
- 2 Eligible **time period** for sponsorship (i.e., academic terms in which the sponsorship is valid)
- 3 Which fees: <https://carleton.ca/studentaccounts/ tuition-fees/> will or will not be covered (i.e. UPASS, health insurance, award/scholarship amounts earned by student)
- 4 Invoicing/contact information
- 5 Special invoice instructions (if applicable)

the document must be signed!



What are the deadlines for submitting the agreement?

Ensure that Student Accounts has received your sponsorship agreement prior to the **term payment deadlines**:

<https://carleton.ca/studentaccounts/dates-deadlines/>



When will Carleton University send an invoice?

Carleton University issues invoices once the **financial withdrawal deadline** for the term has passed, as this is the date when all fees are finalized and **cannot be changed** by the student.

Since invoices are issued after the financial withdrawal deadline, we do not charge any late fees or interest on sponsored accounts.

How can we remit payment?

Payment instructions are included on the invoice we issue.



How and when are refunds issued?



Should a sponsored student's account need to be **refunded**, we will contact your organization and request further instructions. Refunds are typically sent in the form of a cheque. However, payments received from international sources will be returned via **wire transfer**.

What is a Third-Party Consent Form?

The Third-Party Consent form can be found online. It authorizes the release of personal information to a specified third party. Completed forms should be submitted to student_accounts@carleton.ca by students via their **Carleton email address**. Sponsor students should ensure that their sponsor is given third-party consent for the release of **financial information**.

CLICK HERE TO ACCESS THE FORM

