

INFORMATION GUIDE FOR SPONSORED STUDENTS

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.



How do I notify Carleton University that I am a sponsored student?

Student Accounts requires a **copy** of the sponsorship **agreement** between you and your sponsor. Visit [this website](#) for more details.

What are the deadlines for submitting my agreement?

Ensure that Student Accounts has received your sponsorship agreement prior to the [term payment deadlines](#).



When will you send my sponsor 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.

What if my agreement does not cover all of my fees? How will I know what to pay?

After invoices have been issued, students will see a **line added to their account** in [Carleton Central](#)'s *Calculate Amount to Pay* menu called 'Sponsored Students'. This is the amount a student's sponsor has been invoiced for. Any **remaining balance** for that term is the **student's responsibility** to pay.



What will happen to my scholarships/bursaries?



Your sponsor will be invoiced for fees specified within your sponsorship agreement. Depending on your arrangement, you may be eligible to **receive the remaining amount** of your scholarship or bursary once it has paid for any **excess fees not covered by your sponsor**. *Individual situations may vary based on the sponsorship agreement.* Contact Student Accounts directly for more information.

For more information on your bursaries, scholarships, and OSAP, visit [Awards and Financial Aid](#)

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



Still Have Questions? Contact Us!