

# 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](mailto: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!**