

# 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 submitted online. To submit consent, students may do so through their Carleton360 account. It authorizes the release of personal information to a specified third party. Sponsor students should ensure that their sponsor is given third-party consent for the release of **financial information**.

