

## Sponsorship Billing Authorization Form

Email: [reginfo@ufv.ca](mailto:reginfo@ufv.ca)



### Sponsor Information

Sponsor Name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Invoices will be emailed to this address

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Program Name: \_\_\_\_\_

\*Please Note a privacy release is required to discuss any information regarding the student account, <https://www.ufv.ca/registrar/records/information-release/>

### Coverage of Sponsorship

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Fall (Sep-Dec)**      **Winter (Jan-Apr)**      **Summer (May-Aug)**      **TRADES (Aug-Jul)**

Indicate the fees covered with a checkmark (and maximum amount, if applicable)

Tuition & Mandatory

Student Fees      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

Note any exclusions: \_\_\_\_\_

Health & Dental Plan      Y      N

\*Please note: Students who have equivalent extended health and benefit, may opt out at <https://www.studentcare.ca/>.

Select optional fees:      Application Fee      Transcript Fee      Graduation Fee

Textbooks      \$ \_\_\_\_\_      Supplies, Parking,  
Printing      \$ \_\_\_\_\_

### Authorization

I authorize the University of the Fraser Valley to invoice for the charges outlined:

Authorized Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

For student fees explanation & tuition due dates, please visit <https://www.ufv.ca/admissions/feeandpay/>

## SPONSORSHIP – TERMS AND CONDITIONS

- Employers, First Nations, Government Agencies, other educational institutions & charitable organizations are examples of third-party sponsors.
  - Family members (ie. Parents, grandparents etc.) are not considered to be sponsors.
- To sponsor a student for a Continuing Education class, please visit the CE web page for sponsorship information <https://www.ufv.ca/continuing-education/sponsoring-agency-approval-form/>.
- It is the student's responsibility to inform the sponsor if they withdraw, are required to withdraw, or take a leave of absence. The University will not notify the sponsor if the student stops attending.
  - If you, as the sponsor, require a list of courses your student is registered in, please ask your student to log into myUFV to retrieve their course information for the semester.
- All billings will be in Canadian funds, payments must be made within 30 days of billing. If you have any questions about sponsorship billing, please contact Finance Accounts Receivable at [acctsreceivable@ufv.ca](mailto:acctsreceivable@ufv.ca).
- An alternative method of submitting your document is by fax: (604)853-0138.