

SPONSORSHIP BILLING AUTHORIZATION FORM

A. Sponsor Information		
Sponsor Name:		
Contact Name:		
Address:		City:
Postal Code:	Phone #:	Fax #:
*Email:		

*Invoices and Statements will be emailed to this address

B. Student Information	
Last Name:	First Name:
Student Number:	
Birth date if student number not available:	

C. Duration of Sponsorship		
Fall Semester (Sep – Dec) <input type="checkbox"/>	Winter Semester (Jan – Apr) <input type="checkbox"/>	Summer Semester (May – Aug) <input type="checkbox"/>
Year: 20____	Year: 20____	Year: 20____
Maximum Amount: (if applicable) Tuition: _____ Bookstore: _____	Maximum Amount: (if applicable) Tuition: _____ Bookstore: _____	Maximum Amount: (if applicable) Tuition: _____ Bookstore: _____

D. Sponsor Billing Categories	
Please indicate the fees you authorize to pay	
TUITION	
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Ancillary, Experiential Learning Fees (Mandatory)
<input type="checkbox"/> Tuition	<input type="checkbox"/> Student Fees (Mandatory)
<input type="checkbox"/> *Health & Dental Plan	<input type="checkbox"/> Graduation Fee
<input type="checkbox"/> Transcript Fee	
BOOKSTORE	
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Supplies
Other:	
Exempt Items:	

*PLEASE NOTE: Students who already have equivalent extended health and benefit plans, may opt out of paying this fee.

E. 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

Forward the completed form to:

Email: regfees@ufv.ca

Fax: (604) 853-0138

- 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.
- The Sponsorship Billing Authorization form is for tuition fees & bookstore purchases only, during academic terms. Please visit the CE web page for sponsorship information <http://www.ufv.ca/continuing-education/funding/>.
- The health & dental plan is part of the registration costs for all full-time students, but will not be billed to you automatically. If this fee is included in your sponsorship, you must indicate this on your Sponsorship Billing Authorization Form.
 - **Please note:** Students who already have equivalent extended health and dental plans, may opt out of paying the fee within the first 3 weeks of the Fall semester. For more information please contact StudentCare at: <http://studentcare.ca>.
- 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 automatically notify the sponsor if the student stops attending.
- 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.
- The British Columbia Freedom of Information and Protection of Privacy Act provides that the University of the Fraser Valley may not release a student's personal information to anyone other than the student without the student's consent. Please ensure that the sponsored student submits a student information release waiver, <https://www.ufv.ca/admissions/forms/> listed under the student forms section, and include it with the Sponsorship Billing Authorization form. The student has provided his/her consent for UFV to disclose certain student information to you. You should not share any of the student's information with other people unless the student gives you his/her consent to do so.
- For student fees explanation & tuition due dates, please visit <https://www.ufv.ca/admissions/feeandpay/>.

University of the Fraser Valley Contacts

University of the Fraser Valley Contacts	
	Bookstore
Phone	604-504-7441 (ext. 4535)
Toll Free	1-888-504-7441 (ext. 4535)
Fax	604-854-3714
Email	bookstore@ufv.ca
	Finance
Phone	604-504-7441 (ext. 4026)
Toll Free	1-888-504-7441 (ext. 4026)
Fax	604-853-9990
Email	acctsreceivable@ufv.ca
	Indigenous Student Centre
Phone	604-504-7441 (ext. 2245)
Toll Free	1-888-504-7441 (ext. 2245)
Fax	
Email	Betty.peters@ufv.ca
	Office of the Registrar
Phone	604-504-7441 (ext. 4501)
Toll Free	1-888-504-7441 (ext. 4501)
Fax	604-853-0138
Email	regfees@ufv.ca
	Residence
Phone	604-504-7441 (ext. 4063)
Toll Free	1-888-504-7441 (ext. 4063)
Fax	778-550-0270
Email	residence@ufv.ca