

## SPONSORED STUDENT'S OBLIGATIONS AND RESPONSIBILITIES

1. Student is responsible for ensuring completed Tuition Sponsorship Application form is received by TRU before the submission deadline. See TRU website at [www.tru.ca](http://www.tru.ca) for more on submission deadlines.
2. Student is responsible for completing and signing the Consent to Release Personal Information form and submitting it to TRU along with Sponsorship Application form. The Consent form gives TRU permission to release information regarding his/her student account to the sponsor.
3. Student is responsible for their account balance at all times. Student must send details of charges for the study term to their sponsor and arrange for payment. Students may obtain account information by accessing their account on-line at <https://mytru>.
4. It is the student's responsibility to thoroughly familiarize themselves with the terms of their sponsorship agreement and pay any fees or charges not covered by the agreement promptly.
5. Student must not delay payment of fees beyond fee payment deadline in anticipation of payment by their sponsorship. If the student's account is not paid in full by the scheduled payment deadline for their course or program a financial hold will be placed on the student's account. The hold will restrict the student's ability to request transcripts, receive grades, add or drop classes or be eligible for graduation.
6. If a student pays for fees and a payment is subsequently received from the sponsor, TRU will apply the sponsor payment to the student's account. It will then be the responsibility of the student to request a refund from the Registrar's office. Note that all refunds are issued by cheque, to the student, and it will take approximately 4 to 6 weeks to process.
7. Student is responsible for providing his/her sponsor with any additional information such as grades or transcripts if such information is required.
8. Health and Dental is a mandatory fee for full time semester students and students taking some specific vocational programs. Sponsored student may be eligible to opt out of Health and Dental plan. If a student is eligible the opt out deadline for students taking semester based courses is October 3, 2013 and the opt out is 30 days after their course start date for vocational students. Student must visit TRU Student Union website at [www.trusu.ca](http://www.trusu.ca) for more details.