

SPONSOR'S OBLIGATIONS AND RESPONSIBILITIES

1. Third party sponsor has to ensure the Tuition Sponsorship Application form is completed in full, and signed by both the student and sponsor. Form must be received by TRU before the submission deadline.
2. Signed Tuition Sponsorship Application forms can be submitted by fax or e-mail to the Accounts Receivable department at TRU. Fax: 250-371-5601. E-mail: accountsreceivable@tru.ca
3. Sponsor should make a payment after student has communicated details of charges incurred on their student account. Payment should cover tuition, fees and/or materials as indicated on the Tuition Sponsorship Application form.
4. Sponsor should make payments for charges incurred throughout the semester such as material charges which may be incurred at the bookstore throughout the study term, if materials are covered under the sponsorship agreement.
5. Sponsor must include **TRU IDs** (student number) with all payments made directly to TRU on behalf of a student. If student number is not provided there will be a delay in applying the payment to the student's account. If the sponsor is paying for multiple students the amount being paid for each student must also be included with payment.
6. Sponsor can request information such as grades or transcripts from the student directly. Student is able to obtain the required information either through their myTRU account or upon request through the Registrar's office.
7. TRU cannot release any information about the student's progress, etc. unless the Consent to Release Personal Information form has been submitted by the student, and the sponsor is listed on the Consent form. TRU will only release information if the student is unable to obtain the information required.