

A Step-by-Step Guide to the New Tuition Sponsorship Process at TRU

New Tuition Sponsorship Application Form

Effective for the fall 2013 study term (September to December 2013) a new [Tuition Sponsorship Application Form](#) must be submitted for all sponsored students.

A single application can cover fall, winter and summer study terms in the same academic year, however separate applications must be submitted for each academic year. Separate applications must be submitted for any courses or programs that are not semester based even if a Sponsorship Application has been submitted and approved as Applications cannot be modified to and resubmitted.

After Tuition Sponsorship Application has been submitted TRU will:

- Review each application to ensure that the course or program is eligible for sponsorship.
- Review sponsor account to ensure the sponsor does not have an outstanding balance on their account. Sponsors are required to pay for all charges from the summer 2013 study term and prior, in full, before we will consider any Applications for upcoming study terms.
- Review student account to ensure that the student account is paid in full. Students who have outstanding fees on their student account from prior study terms will not be able to register for courses in a new study term.
- Communicate to both sponsor and student that the application for sponsorship has been either approved or denied within two weeks of submitting applications; communication will be done via e-mail. Note that if applications are not signed or completed in full, we cannot guarantee that they will be approved within two weeks.
- For approved students, a flag will be placed on the student's account so that they can register either in person or on-line without paying either the tuition deposit or commitment fee (if required for their program or course).

After Tuition Sponsorship Application has been approved the student will:

- Inform the sponsor of all charges incurred on their student account once the student has successfully registered and arrange for payment with the sponsor.
- Remain responsible for the balance on their student account at all times. The student must communicate to the sponsor if there are changes to the balance on their account during the study term. Changes could occur from adding or dropping a class, making a purchase from the bookstore (if covered under sponsorship agreement), etc. Students may obtain account information by accessing their account on-line.

- Remain responsible for their account status at all times. Students 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 payment deadline a financial hold will be placed on the student's account. The financial hold will restrict the student's ability to request transcripts, receive grades, add or drop classes and student will not be eligible for graduation. The financial hold will not be released until the outstanding fees are paid.
- Review the sponsorship agreement and promptly pay any fees or charges not covered by the sponsorship agreement.

After Application for Sponsorship has been approved the sponsor will:

- Make a payment directly to TRU on behalf of the student.
- Payments on behalf of students may be made at the campus cashier where cash, cheques and money orders, Visa, MasterCard and Amex are all accepted. Cheques or money orders can be mailed to the campus cashier. Credit card payments can be made over the phone by calling the campus cashier. Payments can be made through on-line banking by setting TRU up as a biller.
- Alternatively the sponsor can choose to provide the student with a payment. The student will then be responsible for ensuring the payment is applied to their student account. Students can make a payment on-line at any time using a credit card by logging into their myTRU account <https://mytru>, or by using one of the payment options listed above.
- **Ensure that all communication with TRU, including payments, include the student's TRU ID (student number).**

Other important information:

Important Dates for Sponsorship

Fall Semester

June 24, 2013 – Deadline for submission of Tuition Sponsorship Applications for Fall term

July 2013 – registration begins for regular semester courses

August 30, 2013 – Deadline for payment of Fall tuition fees in full

Winter Semester

September 30, 2013 – Deadline for submission of Tuition Sponsorship Applications for Winter term

November 29, 2013 – Deadline for payment of Winter tuition fees

Non-Semester Based Courses

A number of courses offered by TRU have start dates that do not match the regular semester based programs, including those offered through TRU's Open Learning Division. For these types of courses the

deadline for submission of Tuition Sponsorship Application form is two weeks prior to the student's registration. Please visit our website for program specific information.

Tuition Sponsorship Applications submitted after the deadline will be considered on a case-by-case basis. However if applications are submitted late, TRU cannot guarantee student will be able to register on a timely basis.

For a complete list of important dates, please refer to our Academic Calendar, available on-line at <http://www.tru.ca/calendar.html>.

Books and Materials

If a sponsor has agreed to pay for textbooks and other materials, the Sponsorship Agreement details will be communicated by Finance to the TRU bookstore (Bookies). The student will be able to purchase items from the bookstore on credit. The bookstore charges will then be applied to the student's account increasing the balance owing. It becomes the student's responsibility to send the bookstore till receipt to the sponsor for payment. Alternatively the student can access their myTRU account and print the details of their account showing bookstore charges for the sponsor.

T4A's

Please note that it is the sponsor's responsibility to issue T4A's to students for tuition paid on a student's behalf.