

Tuition Sponsorships at TRU

Application Overview

TRU's Tuition Sponsorship Application Form must be submitted for all sponsored students. One form may cover fall, winter, and summer terms within the same academic year. Separate forms are required for each academic year and for non-semester-based courses.

TRU Responsibilities

- Review applications and student account status. Students with outstanding fees from prior terms will not be able to register for new courses, and a sponsorship contract will not be established.
 - Notify the student and sponsor of approval or denial. Incomplete or unsigned applications may not be processed within two weeks.
 - Enable registration without a tuition deposit or commitment fee for approved students.
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Student Responsibilities

- Ensure the completed Tuition Sponsorship Application Form is submitted before the deadline.
- Sign the waiver at the bottom of the form to authorize TRU to release account information to the sponsor.
- Notify the sponsor of tuition and related fees and arrange payment. Financial account details can be accessed via the student's myTRU account using the Course Registration Data Form.
- Pay any fees not covered by the sponsorship and monitor the account balance.
- Avoid financial holds by meeting payment deadlines. A financial hold will be placed if the balance remains unpaid after the add/drop period, restricting access to transcripts, grades, course changes, and graduation eligibility.
- The financial hold will not be released until the outstanding fees are paid.
- **Health & Dental:** Eligible students must opt out by the deadline if not covered. Visit the <https://trusu.ca/services/health-dental/opting-out/> for more information.

Sponsor Responsibilities

- Ensure the Tuition Sponsorship Application Form is fully completed and signed by both the student and sponsor. Submit the form before the student's registration date.
- Email signed forms to TRU's Accounts Receivable department: accountsreceivable@tru.ca.
- Pay TRU directly or reimburse the student. The student must provide a Course Registration Data Form as an invoice.
- Note: Financial Services now operates online only; in-person support is no longer available.

Payment Options:

- **By mail:** Cheques or money orders to Thompson Rivers University, Campus Cashier, 805 TRU Way, Kamloops BC, V2C 0C8.
- **By phone:** Call the Finance cashiers at 250-371-5646 (Ext. 6) during business hours (9 am – 4 pm). Please note that a 2.5% fee applies to Visa, MasterCard, and Amex payments. Consider using fee-free alternatives like Interac e-transfer, online bill payment or cheque.
- **Online banking:** Add TRU as a biller and use the student number as the account number.
- **Online via myTRU:** Use PayMyTuition. The student must add the sponsor as an authorized user. <https://www.tru.ca/future/tuition/pay.html>.
- Always include the student's TRU ID (student number) with all communications and payments.

Payment Deadlines

- Semester Based Courses
 - Fall: November 15
 - Winter: March 15
 - Summer: July 15
- Open Learning: 6 weeks after the registration date
- Non-semester-based: 6 weeks after the course start date

Application Deadlines

Late submissions require students to pay the Tuition Deposit/Commitment Fee to register.

- Semester-Based Courses:
 - Fall: Last working day in July
 - Winter: Last working day in November
 - Summer: April 15
- Non-Semester-Based Courses: 2 weeks before registration
(Includes Open Learning, Trades, and Continuing Education courses)

Books & Materials

If covered, bookstore charges are added to the student account. Bookstore accounts close mid-semester:

- Fall: October 31
- Winter: February 28
- Summer: June 30

T4A Forms

Sponsors are responsible for issuing T4As for tuition paid on a student's behalf.