

SPONSORSHIP BILLING APPLICATION FORM - FOR TUITION FEES

Note: This application is not for organizations granting scholarship, award or bursary funds. Parties eligible to act as a sponsor include organizations, companies, Indigenous bands and government agencies.

Instructions

Please complete one form per student and return it by email to acctsrec@viu.ca by the deadlines below.

Sponsorship letters are not accepted unless accompanied by a completed Sponsorship Billing Application form. Third party authorization is required because student records and information at Vancouver Island University (VIU) are protected under the Freedom of Information and Protection of Privacy Act (FIPPA). For students to grant third party authorization to their sponsors, they are required to sign the student consent to disclosure release in the document below.

Important Deadlines

Forms received after the deadlines indicated below may not be processed, tuition deferred or billed to the sponsoring organization. Students without approved sponsorship are required to pay their fees by the standard payment due dates, and then request reimbursement from their sponsor directly. For more information, visit <https://www.viu.ca/registration/fees>

Outstanding fees on the sponsored student's account must be paid before this application will be processed. Sponsorship Billing forms must be received by the following due dates:

Sessions	Date	Deadline
Summer Session	May – August	April 1
Fall Session (Term 1)	September – December	August 15
Spring Session (Term 2)	January – April	December 1
Trades	Year round	To be provided in offer letter

Late Payment

A late fee of 5% will be assessed on all overdue tuition amounts. Students with overdue amounts risk being placed on financial hold. When on financial hold, registration activity is restricted, including adding courses. In addition, requests for official academic transcripts are not granted, and graduation diplomas are withheld. The financial hold will be lifted once outstanding fees are paid. Students are responsible for all fees charged by VIU which are not paid by their sponsor.

Invoices

After the course add/drop deadline of each term, invoices will be sent by email as well as a mailed paper copy. Payment is due within 30 days upon receipt of invoice. Invoices for programs that do not follow the regular term will be processed on a monthly basis once the course has started.

VIU invoices are in Canadian dollars. The university will accept payments in either Canadian or foreign funds. VIU is not responsible for exchange rate fluctuations.

Tax Receipts

Please be advised that, in keeping with Canada Revenue Agency guidelines, it is the responsibility of the sponsoring organization to issue a T4A tax receipt to their sponsored students. VIU does not provide this service.

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SPONSORSHIP – TERMS AND CONDITIONS

Forward the completed form to:

Email: acctsrec@viu.ca

Fax: 250-740-6465

- Employers, Indigenous Bands, 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 & residence fees only, during academic terms. Please visit the VIU web page for sponsorship information <https://services.viu.ca/financial-information/sponsoring-student>
- The health & dental plan is part of the registration cost for all full-time students. To opt out of the program, it is the student's responsibility to upload their alternate coverage documents and complete the VIUSU opt out form.
 - For all questions, including the dates of change of coverage period/opt out dates, please contact VIUSU at: <https://www.viusu.ca/health-and-dental>
- The British Columbia Freedom of Information and Protection of Privacy Act provides that VIU may not release any information pertaining to student records, to anyone other than the student without the student's consent. VIU does not normally allow any person other than the student to conduct student related business.
 - Please ensure that your sponsored student consents to releasing information by signing the form in the "Student Consent to Disclosure" section.
- 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 notify the sponsor if the student stops attending.
 - If you, as the sponsor, require a list of courses your student is registered in, please ask your student to log into their Student Record to retrieve their registration receipt for the semester.
- All billings will be sent after the add/drop deadline of each term and 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 acctsrec@viu.ca
- For student fees explanation & tuition due dates, please visit <https://www.viu.ca/registration/fees>

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Student Details

(First)

(Last)

Sponsored Student Name:

Student Number (9 digits):

Student's Date of Birth (MM/DD/YY):

Sponsor Details – Primary Contact

Organization Name:

Primary Contact Name:

Primary Contact Position:

Contact Email Address (where invoices to be sent):

Telephone Number (w/area code):

Fax (w/area code):

Sponsor Details - Organization

Organization Website:

Organization Mailing Address:

City:

Province/State:

Postal/Zip Code:

Country:

Program Information

Program:

Course(s) if applicable:

Duration of Sponsorship

Fall (Sep–Dec)	Spring (Jan–Apr)	Summer (Apr–Jun)	Summer (Jun–Aug)	Trades (Year Round)
Max Amt (if appl.) Tuition:	Max Amt (if appl.) Tuition:	Max Amt (if appl.) Tuition:	Max Amt (if appl.) Tuition:	Max Amt (if appl.) Tuition:

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Sponsor Billing Categories

Please indicate the fees you authorize to pay

Tuition		
Application Fee	Student Union Fee (Mandatory)	
Tuition (including deposit)	Student Service and Activity Fees (Mandatory)	
VIUSU Health & Dental Plan	Graduation and Alumni Fee	
Transcript Fee	GuardMe (International Insurance)	
Criminal Record Check	Field School	
Other Fees		
Bookstore		
Mandatory Course Materials	Non-Mandatory Course Materials	
Bookstore (Open – max \$ amount)		
Textbooks \$	Supplies \$	
Housing		
Application Fee	Room Rental (Admin fee added if split into multiple terms)	
\$500 Room Confirmation Fee	Welcome Week	
Meal Plan		
Full Term (Sep to Apr)	Fall Term (Sep to Dec)	Spring Term (Jan to Apr)

Student Consent to Disclosure

I authorize Vancouver Island University to communicate and disclose my personal information regarding the status of my application, registration, student record, attendance, progress, and program intake related enrollment information to my Sponsor organization or individual; Ministry of Advanced Education and Skills Training; Ministry of Education; and Other Agencies as appropriate. I agree that Vancouver Island University will not disclose this information if this Student Consent to Disclosure is unsigned.

Student's signature: _____

Date (MM/DD/YY) _____

Sponsor's Approval

I authorize Vancouver Island University to invoice for the charges outlined

Sponsor's Name & Title (print clearly): _____

Authorized Sponsor's signature: _____

Date (MM/DD/YY) _____