

Tuition Sponsorships

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

TRU's 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 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 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 an application is not signed or completed in full, we cannot guarantee that it will be processed 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 (as required for their program or course).

After Tuition Sponsorship Application has been approved the student will:

- Inform the sponsor of all tuition and related fees charges incurred on their student account once they are registered for the semester, and arrange for payment with the sponsor. The student will get their financial account information by accessing their mytru account on-line and generating a Course Registration Data Form.
- Review the sponsorship agreement and promptly pay any fees or charges not covered by the sponsorship agreement.
- 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.
- Understand a financial hold will be placed on their account if the balance is unpaid after the add/drop period for each semester. A financial hold restricts the student's ability to request transcripts, receive grades, add or drop classes and the student will not be eligible for graduation. The financial hold will not be released until the outstanding fees are paid.
- Ensure their account is paid in full for the semester. Student must not delay payment of fees beyond fee payment deadline in anticipation of payment by their sponsorship.

- **Be held financially responsible for penalties and interest applied to their overdue account if their tuition and/or fees for the semester is not paid in full by the payment deadline for their program or course. Overdue accounts will be assessed a \$75 penalty per term and charged 2% interest monthly.**

Payment deadlines for sponsored students are as follows:

- **Fall semester - November 15**
- **Winter semester - March 15**
- **Summer semester – July 15**
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To help facilitate these deadlines TRU will be closing all bookstore accounts mid-semester. (Fall semester - October 31, Winter semester - February 28, Summer semester June 30.)

The deadline for sponsored Open Learning courses is 6 weeks after the registration date. The payment deadline for sponsored non-semester based courses is 6 weeks after the course start date.

- **Opt out of health and dental coverage, if applicable, by the deadline. More information on the TRU Student Union administered coverage, more information can be found on their website. Information on the Health and Dental opt out process is also available on the TRU website.**

After Application for Sponsorship has been approved the sponsor will:

- **Make a payment directly to TRU on behalf of the student. A number of payment options are available:**
 - **In person – payments can be made at the by cheque, money order, debit card, Visa, MasterCard or Amex. The Campus Cashier is located in Old Main, room 1614.**
 - **By mail - cheques or money orders can be sent to Thompson Rivers University, Campus Cashier, 805 TRU Way, Kamloops BC, V2C 0C8.**
 - **On-line through your mytru account, using Visa, MasterCard or Amex**
 - **Over the phone – payments can be made using Visa, MasterCard or Amex by calling 250-371-5646 during regular business hours.**
 - **On-line banking - set up TRU as a biller and use student number as account number.**
- **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, 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).**
- **The student is financially responsible for their account at all times. If a student's tuition and/or fees have not been paid in full by the payment deadline for their program or course, the student will be assessed a \$75 penalty per term and**

charged 2% interest monthly.

Payment deadlines for sponsored students are as follows:

- Fall semester - November 15
- Winter semester - March 15
- Summer semester – July 15

To help facilitate these deadlines TRU will be closing all bookstore accounts mid-semester. (Fall semester - October 31, Winter semester - February 28, Summer semester June 30.)

The deadline for sponsored Open Learning courses is 6 weeks after the registration date. The payment deadline for sponsored non-semester based courses is 6 weeks after the course start date.

Important dates and other information:

Semester Based Courses

Fall Semester

Deadline for submission of Tuition Sponsorship Application - Last working day in July
Students with late sponsorship submissions will have to pay the Tuition Deposit/Commitment Fee to be eligible to register for classes.

Deadline for payment of Fall tuition fees in full - November 15

Winter Semester

Deadline for submission of Tuition Sponsorship Application - Last working day in November
Students with late sponsorship submissions will have to pay the Tuition Deposit/Commitment Fee to be eligible to register for classes.

Deadline for payment of Winter tuition fees - March 15

Summer Semester

Deadline for submission of Tuition Sponsorship Applications - April 15
Students with late sponsorship submissions will have to pay the Tuition Deposit/Commitment Fee to be eligible to register for classes.

Deadline for payment of Summer tuition fees in full - July 15

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, Trades programs and continuing education courses.

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

Deadline for payment of non-traditional semester dates - 6 weeks after the start date of the course/program.

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 the Academic Calendar.

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. The student will then 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 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.

To help facilitate the payment deadlines for sponsored students taking regular semester based courses, TRU will be closing all student bookstore accounts mid-semester on the following dates:

Fall semester - October 31

Winter semester - February 28

Summer semester - June 30

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.

SPONSOR'S OBLIGATIONS AND RESPONSIBILITIES

1. Third party sponsor should ensure the Tuition Sponsorship Application form is completed in full, and signed by both the student at the bottom of the form. Application forms should be received by TRU before the student's registration date. See Step-by Step Guide for further details.
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. Your student can obtain this information from their myTRU account by accessing their Course Registration Data form. If the student has difficulty they can contact Enrolment Services for a copy of their Course Registration Data Form. 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. When books and materials are picked up at the bookstore, the student will submit a copy of their purchase to the sponsor for payment directly to TRU. This charge will be added to their student account, so please do not make duplicate payments.
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 Enrolment Services.
7. TRU cannot release any information about the student's progress, etc. unless the Waiver at the bottom of the Sponsorship Application form has been signed, and will only release information to the sponsoring agency listed on the form. TRU will only release information if the student is unable to obtain the information required.

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 Step by Step Guide to Tuition Sponsorship process for more on submission deadlines.
2. Student is responsible for signing the waiver at the bottom of the application form. The waiver authorizes TRU to release information regarding their 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 access their account on-line and generating a Course Registration Data Form.
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. If the student's account is not paid in full by the scheduled payment deadline 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. It will not affect their ability to attend classes or access course information through Blackboard or Moodle.
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 through their myTRU account. Note that all refunds are issued by cheque, to the student, and it can take approximately 4 to 6 weeks to process.
7. Student is responsible for providing their 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. Students wishing to opt out must do so by the deadline. Students should visit the TRU Student Union website for more details. Health and Dental opt out instructions are available on the TRU website.