

**The University of Kansas  
Sponsorship Setup and General Information Form  
For Non-Related Third Parties**

KU accepts sponsorships from parties (such as: government entities, private corporations, educational facilities, foreign interests, military branches, etc.....) that allow tuition and designated fees to be paid by a third-party on behalf of a student.

**KU's policy for sponsorships is as follows:**

**Sponsor will acknowledge and provide the following to KU:**

- Completed sponsorship authorization form detailing:
  1. Student's full name and KUID number (last 4 digits social security number may be provided if sponsor cannot obtain KUID)
  2. Term & Year time period for which the authorization is valid (e.g. Fall 2013)
  3. Provide the exact dollar amount or percentage of tuition and fees
  4. Provide your identification numbers or contract numbers for KU to list on the bill, if applicable
- Deadline to deliver completed authorizations is: Fall – July 15th, Spring – December 15<sup>th</sup>, and Summer – May 1st.  
***Authorizations received after the appropriate semester deadline may not be accepted.***
- Contact name, email address, phone number, fax number, FEIN, and billing address.
- Pay all enrollment adjustments on a student's account when applicable (adding/dropping classes).
- Pay KU upon receipt of bill.  
***Future sponsorships cannot be setup until current sponsorships are paid in full.***

**KU will provide the following to the Sponsor:**

- Transfer eligible charges (tuition & fees) from appropriate student(s) KU account(s) as indicated by the sponsor and place a summary of charges on the Sponsor account.  
***Any amounts not covered by a Sponsor will be the responsibility of the student.***
- Bill the Sponsor on or about the 20th day of classes for each term
- Provide an invoice summary presenting the total amount per student.
- Provide your identification numbers or contract numbers on the bill, if provided by Sponsor.
- Provide a Sponsorship Information Release Form to student to be able to release financial information to Sponsor if needed.

**Student will provide the Sponsor with the following:**

- Provide fee schedules from the Registrar's website – registrar.ku.edu>Tuition and Fees >Comprehensive Fee Schedule
- Official transcripts (requested by the student) from the Registrar's Office
- Certifications and Diplomas (upon the request as a student) from the Registrar's Office
- Late Fee removal requests must be made through [www.registrar.ku.edu/fee-petition](http://www.registrar.ku.edu/fee-petition)

**Mail/Deliver Completed Authorizations to:**

University of Kansas - Student Accounts & Receivables 1246 W Campus Rd, Room 1 Lawrence, KS 66045  
**OR** Fax to (785) 864-5059

By completing and delivering this form to Student Accounts & Receivables, you agree to provide information and payment as indicated above. If you wish to cancel a sponsorship, please notify Student Accounts & Receivables immediately.

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Sponsor Name

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Sponsor Billing Address

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Federal Identification Number (FEIN)      Sponsor Contact Phone Number      Sponsor Contact Fax Number

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Sponsor Contact Person (please print)

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Sponsor Contact Email Address

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Sponsor Authorized Signature

Student Accounts & Receivables use: Received by \_\_\_\_\_ Date \_\_\_\_\_ *Revised 4/19*