



# SPONSOR FINANCIAL AGREEMENT

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*Office of the Treasurer*

## Summary

The University of Toledo partners with agencies, organizations, and businesses that sponsor or pay for a student's tuition and fees. Sponsors enter into an agreement identifying the specific tuition and fees or maximum amount they will pay, and the University invoices the sponsor accordingly. Sponsor payments are based on this agreement and payment to the university is not dependent upon student grades.

When a third-party sponsorship is approved, a deferred payment is applied to the student's account. Other funding sources, such as grants and scholarships, will be applied based upon their rules and the sponsor's guidelines. Students remain responsible for any remaining balances not covered.

## Billing & Invoices

Billing for third-party sponsors is managed through the University's SponsorPoint system. After the online FERPA Consent and Third-Party Sponsorship form are received, the sponsor's billing account will be created, and the designated contact will receive setup instructions for SponsorPoint.

- Sponsor invoicing follows a schedule separate from student billing. ACH payments may be made through SponsorPoint within 30 days after receipt.
- Invoices are issued each academic semester after the add/drop period and are accessible in SponsorPoint only; paper invoices are not mailed.
- The University does not send invoices through external portals (military exceptions only).
- Sponsorship payments to the university are not contingent on grades, employment, or other end-of-term requirements.
- Due to FERPA, the University cannot release grades, transcripts, or course details; sponsors must obtain this information directly from the student.

## Student Requirements

Students must complete a FERPA (Family Educational Rights and Privacy Act) Release form and list their sponsor under "FERPA Consent" in myUT portal under "My Accounts" to allow the University to share billing information. Sponsor coverage will not be applied until this is done. If requested by the sponsor, students are responsible for providing copies of final course grades.

## Refunds

Registration changes, such as dropped or canceled courses, may adjust the invoice. Any resulting overpayment will be refunded to the sponsor. The University does not refund for failed or incomplete courses; sponsors must collect reimbursement from the student if required.



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## Sponsor/Contact Information

Company/Organization Name		
Billing Street Address		
City	State	Zip/Postal Code
Contact Name	Job Title	
Business Phone Number	Business Email	

## Sponsorship Coverage

**Select One:** Award amount is: ☐ Per Semester ☐ Per Academic Year

**Select Any that Apply:** ☐ Apply non-refundable scholarships/grants before sponsor award.  
☐ Apply refundable scholarships/grants before sponsor award.

**Select One:** ☐ Flat amount (not based on fees) - Maximum per student: \$\_\_\_\_\_  
☐ Based on specific fees – Check all that apply below.

*If a dollar amount is entered, total payment will not exceed this amount.*

Select	Charge Type	Coverage Amount
<input type="checkbox"/>	Tuition / Co-Op Fee	\$
<input type="checkbox"/>	Out-of-State Surcharge	\$
<input type="checkbox"/>	General Fee	\$
<input type="checkbox"/>	Mandatory Fees (such as: Technology, Program, and Lab)	\$
<input type="checkbox"/>	Health Insurance	\$
<input type="checkbox"/>	Distance Learning Course Fee	\$
<input type="checkbox"/>	Meal Plan	\$
<input type="checkbox"/>	Housing/Room	\$
<input type="checkbox"/>	Inclusive Access, Books, and Supplies	\$
<input type="checkbox"/>	Optional/Waivable Fees: Legal Service and Green Fund	\$
Comments:		

*\*All fees are subject to change.*

\_\_\_\_\_  
**Authorized User Signature**

\_\_\_\_\_  
**Date**

## Final Instructions

Please email the signed Sponsor Financial Agreement to the Treasurer's Office, [treasurer@utoledo.edu](mailto:treasurer@utoledo.edu).

Office use only

R# \_\_\_\_\_ Account # \_\_\_\_\_