

THIRD PARTY SPONSORSHIP

Office of the Treasurer

Summary

The University of Toledo collaborates with agencies, organizations, businesses and foreign embassies based in the United States that have offered to sponsor or pay for a student's education. These entities enter into an agreement with the University to pay all or a portion of a student's tuition and fees. When a third-party sponsor account is established, the sponsor defines the fees and/or an amount that they agree to pay. The University will issue billing invoices based on these fees. Payment to the University is based on the same and is not contingent upon a student receiving a passing grade.

Students covered under a third-party sponsor agreement, will have a deferred payment applied to the student account prior to any financial aid or scholarships that may be awarded. Scholarships, waivers, loans and third-party contracts will apply to designated fees per academic semester. Students will be responsible for unpaid tuition and fee balances.

Sponsorship Requirements

A third-party sponsor must complete this form and provide the following information for consideration.

1. Company name, EIN number, billing address, primary point of contact, phone number and email for invoicing.
2. A signature from the authorizing agent or contact.
3. Full name(s) of the student(s) to be covered under sponsorship.
4. Student's Rocket ID or last four of SSN.
5. The semester and/or year the sponsorship is valid.
6. If a flat amount will be paid it should be indicated on this form.

Submitting Financial Release Form

Please submit the completed form using one of the following options:

- Email: treasurer@UToledo.Edu
- Mail: Treasurer's Office
2801 W. Bancroft, MS 331
Toledo, Ohio 43606-3390

Once the completed Third-Party Sponsorship and Financial Release forms have been received, a billing account for the third-party sponsor will be established in SponsorPoint. The sponsor contact person will receive an email with instructions for setting up a SponsorPoint account.

Billing & Invoices

Billing and payment of third-party sponsor accounts is managed through the University's SponsorPoint system. Billing invoices are not contingent upon grades and will be presented online in SponsorPoint after the fifteenth calendar day of each semester. Payment is due within 30 days of invoicing and is made online using SponsorPoint.



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Grades & Student Invoices

Students are responsible for providing copies of this information to a sponsor.

Refunds

Sometimes charges on the student account will change from the amount invoiced (i.e., if a student drops a course, course cancellations, etc.). If the third-party sponsor pays more than the balance due for the student, the overpayment may be issued as a refund to the sponsor or the student. Indicate a refund choice below.

Sponsor/Contact Information

Company/Organization Name ***IRS EIN/Tax ID***

Billing Street Address ***Billing Street Address Line 2***

City ***State*** ***Zip/Postal Code***

Contact Name ***Job Title*** ***Date***

Business Phone Number ***Business Email***

Student Information (if more lines are needed, please provide a list.)

Sponsored Student Name ***Rocket ID***

Sponsored Student Name ***Rocket ID***



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Sponsorship Coverage

Please indicate:

- If this award is refundable non-refundable to the student.
- Academic periods (semesters) this award will cover: Fall Spring Summer
- If the award is a flat amount (not based on fees): Award amount \$ _____
- If the award is based on fees, indicate all charges that may be covered by checking the corresponding boxes below. Coverage will not exceed a maximum dollar amount if indicated in the dollar amount field.

Type of Fees

**All fees are subject to change.*

COVER	CHARGE		COVER	CHARGE	
<input type="checkbox"/>	Tuition	\$	<input type="checkbox"/>	Orientation Fee	\$
<input type="checkbox"/>	Out-of-State Surcharge	\$	<input type="checkbox"/>	Student ID Fee	\$
<input type="checkbox"/>	General Fee	\$	<input type="checkbox"/>	Housing/Room	\$
<input type="checkbox"/>	Technology Fee	\$	<input type="checkbox"/>	Meal Plan	\$
<input type="checkbox"/>	Misc. Student Service	\$	<input type="checkbox"/>	Distance Learning	\$
<input type="checkbox"/>	Health Insurance	\$	<input type="checkbox"/>	Inclusive Access	\$
<input type="checkbox"/>	Program Fee	\$	<input type="checkbox"/>	Green Fund	\$
<input type="checkbox"/>	Co-Op Fee	\$	<input type="checkbox"/>	Legal Service	\$
<input type="checkbox"/>	Lab Fee	\$	<input type="checkbox"/>	Books & Supplies	\$
<input type="checkbox"/>	Registration Fee	\$			

Comment:

Please do not write below this line

Office use only

R#

Account #