

**The University of Kansas
Sponsorship Setup and General Information Form
for Non-Related Third Party Agencies**

The University of Kansas (KU) will bill a non-related third party agency (Sponsor) for a portion or all of a student's eligible tuition and fees as requested by the Sponsor. By requesting to sponsor a student, you understand what KU will provide you, deadlines, and what you must provide to KU to authorize a sponsorship. This form is a one-time setup form to create a sponsorship account.

The Sponsor will acknowledge and provide the following to KU:

- Completed sponsorship authorization form (SAF) along with this setup form. SAF is available at www.bursar.ku.edu/bursar/forms/sponsorship_auth.xls.
 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 2008).
 3. Provide the exact 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 1st, Spring – December 1st, Summer – April 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:

- Acknowledge authorization of sponsorship by email, if provided.
- Remove eligible charges (tuition & fees) from appropriate student(s) KU accounts as indicated by the sponsor and place a summary of charges on the Sponsor account. Any amount 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.

Mail authorizations to: University of Kansas - Bursar's Office
1450 Jayhawk Blvd., Room 21
Lawrence, KS 66045-7505

OR Fax to (785) 864-1520

By completing and delivering this form to the Bursar's Office, you agree to provide information and payment as indicated above. If you wish to cancel a sponsorship, please notify the Bursar's Office immediately. If payment is not received by the last day of the currently sponsored semester, the charges will revert back to the student's account unless the Bursar's Office and the sponsor agree to other payment arrangements.

Sponsor Name

Sponsor Billing Address

Sponsor Billing Address (cont)

Federal Identification Number (FEIN)

Sponsor Contact Phone Number

Sponsor Contact Fax Number

Sponsor Contact Person (please print)

Sponsor Contact Email Address

Sponsor Authorized Signature

Bursar's Office use: Received by _____ Date _____

Revised 04/2011