

Sponsor Billing Authorization Form

Refer to page 3 (bottom) for submission details.

This form is for entities that wish to sponsor one or more students at WTAMU. A sponsor is an organization, not an individual. If your organization is providing a scholarship, employer reimbursement, Pre-paid College Savings or 529 Plan payment, do not use this form.

To properly complete this form, users must use Adobe Reader or Acrobat 8.0 or greater. The red submit button will not work otherwise.

Sponsors complete this form once each year to specify the semesters and expenses to be covered. Forms and selections do not roll-over to the next year. A new contract year begins with each Fall semester, and includes that year's Fall, Spring and Summer semesters. A current IRS form W9 is also required.

A Sponsor Billing Authorization form must be completed by an authorized representative of the sponsor and submitted to the Sponsored Billing Coordinator by the following date (based on the student's first semester of sponsorship that year):

<u>Semester Preferred Submission Deadlines</u>	FALL	AUGUST 1
	WINTER INTERSESSION	DECEMBER 1
	SPRING	DECEMBER 18 (WTAMU closes the week of Christmas - New Year)
	MAY/SUMMER	APRIL 15/ MAY 21

Sponsor invoices are generated after the census date each semester. These are delivered by e-mail. Students may access their statements online to view the the fees they themselves owe. Sponsor payments are due by the invoice due dates.

Accurate responses ensure timely and accurate sponsor invoices. **Please contact us with questions or concerns before submitting this form (website, phone, and email contact information appear in the header above).** Vouchers or other supporting documents can be submitted to sponsorbill@wtamu.edu, but do not replace this completed form.

SPONSOR INFORMATION

Sponsor Billing Information*

Organization Name

Department Name

Address Line 1

Address Line 2

City

State/Province

Postal Code

Country

Sponsor Point of Contact Information

Contact Person Name

Contact Phone Number

Address for receipt of e-mailed sponsor invoices **(REQUIRED)**

***NOTE:** Billing Address information is for our vendor records only. Invoices are not mailed or faxed. They will be e-mailed to the address provided above.

Name & Title of Authorized Signer

SPONSORSHIP AUTHORIZATION INFORMATION

Select sponsored semesters (one or more): Fall Spring Summer Other

Sponsor has a maximum dollar amount of coverage per semester..... \$

COVERAGE DETAILS

Sponsored Amount in Relation to Financial Aid: i.e. Who pays first? (check one)

WT may receive other "gift" funds that belong to a student covered by this authorization, i.e. external scholarships or grants / financial aid. Please indicate how your funds should be applied to the student's account. The one exception to this is that of student loan funds. Loan funds are not used when calculating sponsorships. All loan funds exceeding that term's expenses must be refunded to the student.

First-in. Sponsor pays all authorized charges (as indicated above). Any other funds that are deposited to the student's account (scholarships, grants, etc) will be refunded to the student according to WT's policies.

Last-in. Gift funds (scholarships & grants) received by WT in the student's name will be applied to charges on the student's account first. Sponsored funds will cover any remaining authorized charges up to the maximum specified, if any. Any charges not covered by gift aid and/or the sponsorship maximum amount specified will be the responsibility of the student.

Indicate semester-coverage levels. For each item, select the 100% coverage check-box OR enter a per-semester maximum dollar amount (USD).

		Sponsor covers 100% OR	Maximum amount
TUITION	Tuition.....		\$
FEES	<i>Mandatory</i> Deferred Maintenance Fee.....		\$
	<i>Mandatory</i> Student Center Complex Fee.....		\$
	<i>Mandatory</i> Student Services Fee.....		\$
	<i>Mandatory</i> UG Academic Enhancement Fee.....		\$
	<i>Mandatory</i> University Services Fee.....		\$
	<i>Mandatory</i> Distance Education Fee (online only students).....		\$
	<i>Mandatory</i> Athletic Fee*.....		\$
	<i>Mandatory</i> Health Fee*.....		\$
	<i>Mandatory</i> Rec Sports Fee*.....		\$
	*If student is online only, these fees are waived		
HOUSING	Housing		\$
MEALS	Meal Plan.....		\$
BOOKS	Books.....		\$
OTHER	Specify:		\$

Signature of Sponsor's Authorized Representative

****NOTE:** Do not sign this authorization until all fields are complete and correct (including page 3.) The document cannot be edited once it is signed in order to protect the sponsorship. Additional students may be added via separate email or attachment.

SPONSORED STUDENTS

All students listed below will be covered for the items and semesters selected on pages 1 and 2.

Student Name	WTAMU ID	Sponsor Use Only*
Last, First	required	(16 char max)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

* The Sponsor Use Only field is optional, and will appear as a reference on the sponsor invoice. It should be something useful to the sponsor: a sponsor's internal ID for the student, a purchase order number, etc., but NOT a Social Security Number. Note that the student's name, WTAMU ID, and sponsor name will already appear on the invoice, and do not need to be entered again in this field.

Privacy Policy

The Federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. In order to send invoices to sponsors, the student must obtain, sign, and return a Sponsored Student Information Release form sent to them after your Sponsor Billing Authorization Form is received by the Student Accounts Office.

Payment Policy

Payment methods include wire transfer, check or credit card. Details are included on the sponsor invoice. Students are responsible for any items not included on their sponsor invoice, and these are identified on their separate monthly student invoice. Payments are due by sponsor and student invoice due dates. In the event a sponsor does not pay, any outstanding sponsor balance remains the financial responsibility of the student.

To Submit Form, you must use Adobe Reader or Acrobat 8.0 (or greater). Left mouse-click on the red "Submit Form" button on page 1. You will be prompted for your desired email choice, and once selected, you'll be prompted with an email addressed to sponsorbill@wtamu.edu.

The completed form in fdf data format will be attached. Add yourself to the list of recipients on the email, add any desired text to the message, and select Send. Retain your copy of the email with your completed authorization for your records. If you encounter problems submitting this form, please avoid sending hardcopy. Save this editable pdf file locally and send it as an attachment to sponsorbill@wtamu.edu.