

I'm a sponsored student – What do I do?

Once a sponsored student is admitted to the university they must

- pay their Enrolment Deposit, this deposit must be paid by the student and is not covered by a sponsorship letter.
- select their courses
- provide the Office of the Registrar with a **Confirmation of Sponsorship letter** from their Sponsor **and** a **signed Release of Information form**, available on the Office of the Registrar website. To access this form copy this website www.twu.ca/registrar to your internet browser - select Forms then select Release of information.
- The Sponsor letter and release form should be forwarded to the Office of the Registrar as soon as the sponsorship has been approved but no later than the first payment date for the semester.

First Payment Dates are:

- the first Friday in August for the Fall
- the first Friday in December for the Spring
- the first Friday in April for the Summer

The Office of the Registrar will invoice the Sponsor within 15 days of the first payment dates listed above advising the Sponsor that semester fees need to be paid in full by the second payment date.

Second Payment Dates are:

- October 15th for the Fall
- February 15th for the Spring
- June 15th for the Summer

If the student account remains unpaid after the second payment date for the semester

- Students will incur interest and late payment charges.
- Students will not be able to preregister in subsequent semesters.
- Students will not be able to access their Transcript information.

Ultimately the student is responsible for payment of their student accounts.

