



Sponsor Direct Billing Authorization Form September 1, 2024 – August 31, 2025

SPONSOR AGREEMENT

Student Name: _____ Student ID#: _____
 Sponsor Name: _____ Sponsor ID#: (UNB internal) _____
 Sponsor Address: _____ City/Prov./Postal Code: _____
 Phone#: _____ Email Address: _____

TERMS

By selecting multiple terms, this authorizes UNB to invoice all terms indicated without further consent from your organization. If Sponsorship is to be approved on a term by term basis, please submit a new form each term.

Fall 2024 (Sept - Dec)

Winter 2025 (Jan – Apr)

Summer 2025 (May – Aug)

FINANCIAL INFORMATION

We hereby agree to be invoiced for and pay the University of New Brunswick all charges pertaining to the fees indicated below, to the maximum amount indicated, and according to payment terms. Due upon Receipt of Invoice. Check all boxes that apply.

Online or Tele-distance Fees	International Health Insurance	Residence & Meals
Tuition* & Mandatory Fees	Undergraduate Health & Dental	Late Payment Fee
Co-Op	Graduate Health & Dental	Pro-rated Fees**

*Includes International Differential Fee for International Students

**Resulting from dropping course after the [fee deadline date](#). More information can be found on the [Fee Regulation](#) information page.

Financial Restrictions / Additional Information: _____

Authorized Signature

Authorized Name (print)

Date

STUDENT AGREEMENT

I have registered or will register for the term(s) listed above, and I acknowledge that although my Sponsoring Agency will be billed for these charges, the account is still in my name.

I understand that any fees which are my responsibility to pay must be paid in full, or an approved payment plan must be established by the published fee payment deadline dates.

I understand that if my account is past due, the University of New Brunswick has the right to place a hold on my account that prevents further registration, access to grades/transcripts/It services, or receipt of diploma.

If the mandatory UNB International Insurance Plan is not covered, I will be responsible to pay for this insurance.

Student Signature

Date

TERMS AND CONDITIONS:

- Completion of this application will authorize UNB to invoice the Sponsor for student fees
- UNB considers the submission of the sponsorship application to be a binding commitment for the sponsorship of the students provided
- Issuance of a credit to a Sponsor is at the discretion of UNB
- If UNB Financial Services has not received this form by the fee deadline date, the student will be charged a late payment fee
- UNB reserves the right to withhold sponsorship(s) from sponsor(s) with outstanding balances more than 60 days.

Mail or email completed form to Gina Wallace, Sponsored Billing Administrator
 University of New Brunswick Student Accounts | 8 Bailey Drive, Room 001 | Fredericton, NB | E3B 5A3
 506-453-4625 | studentsponsorship@unb.ca