

## Third Party Sponsorships

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### Purpose

Fees on student accounts can be sponsored (paid for) by an organization. A third party sponsor can be an employer, the military, department of vocational rehabilitation or a foreign government.

A family member, friend, etc. are NOT sponsors and will not be considered for sponsorships.

Scholarships and grants are NOT sponsorships. If you have questions about a scholarship or grant, please email the Financial Aid and Scholarships office at: [financial.aid@csun.edu](mailto:financial.aid@csun.edu) or [scholarships@csun.edu](mailto:scholarships@csun.edu).

### I. THIRD PARTY SPONSORSHIP:

- Third Party Sponsorships are contractual agreements with the University and authorizations with The Tseng College.
- Third Party Sponsors must submit authorizations to pay for partial or full tuition and other fees, parking, housing and meal plans for the student/s whom they sponsor.
- The student is responsible for any portion of the tuition and other fees not covered by the Sponsor.

### II. WHO CAN SPONSOR A STUDENT?

1. **Corporation/Organization:** A contractual agreement with the University or prior arrangement with the Tseng College is required from the sponsoring corporation/organization. Students or organizations must send the authorization to Tseng College finance. The agency authorization must be on company letterhead stationery with an authorized signature.

2. **Federal Government:** A signed authorization must be on letterhead stationery of a recognized branch of the federal government.
3. **International Students/International Embassy:** Government-sponsored students should submit a billing authorization letter to the Tseng College. The University will bill the Embassy, and payment must be remitted within 30 days of the invoice date.
4. **Military/ROTC:** Enclose an authorization on letterhead stationery or 1556 form, which clearly indicates the sponsoring agency to be billed. (The authorization must bear the signature of the commanding officer or recognized official. Payment from the sponsoring agent is required within 30 days of the invoice date).
5. **State and Veterans Vocational Rehabilitation:** Enclose a signed authorization from the appropriate sponsoring agency (State Department of Rehabilitation or Veterans Administration).

### III. THE FOLLOWING INFORMATION IS NECESSARY FOR A VALID AUTHORIZATION:

The sponsor must submit a letter of authorization to the Tseng College prior to the term start date. A letter of authorization is a letter signed by the designated sponsor's representative and must be sent on official letterhead paper from the sponsor and should include the following information:

- Full name of the student, CSUN ID number or social security number for identification.
- Term and Year the authorization is valid (i.e., Spring 2010 or 1/19/2010 - 5/24/2010).
- Amount specified or description of all charges related to specific types of fees (i.e., tuition and other fees).
- Must be signed by an authorizing agent and/or person to contact.
- Must include a complete billing address, contact number and email address for invoicing.
- Any changes or deletions to the authorization must be emailed in writing to the Tseng College immediately, to [Tsengfinance@csun.edu](mailto:Tsengfinance@csun.edu), so the contract can be adjusted prior to the date the term begins.
- Authorizations with payment restrictions or conditions will not be accepted (i.e., student must pass coursework with grade of C or better before authorization is valid).

Upon receipt of the Authorization with ALL valid components, an Organization ID and a term contract will be created. If one already exists, the new authorization is linked to that contract for the term being sponsored.

At this point, when the student registers, the authorized charges are moved from the student's account to the sponsor's account, and an Invoice will be mailed or emailed to the sponsor.

#### **IV. INVOICING:**

Approximately 30 days after the start of the academic term (semester) or after the add/drop date is over; an invoice for the amount sponsored for the term will be mailed to the sponsors or as advised.

- The full amount is due on the invoice due date.
- Payment should be mailed to the address on the invoice, with a copy of the invoice for proper credit. Please reference invoice number on the check.
- **If payment is not made within 90 days of the due date, the charges may be placed back on the STUDENT account, and the student will be responsible for payment in full.**

#### **V. ACCEPTABLE FORMS OF PAYMENT:**

- Corporate Check: Made payable to CSUN, but indicate Tseng College on the memo line.
- Wire Transfer: Call Tseng College Finance for banking instructions at (818) 677-4174.
- Credit Card: Visa/MasterCard.

#### **VI. ADDITIONAL ASSISTANCE FOR SPONSORS:**

- For questions regarding Sponsorship, please contact:  
Tseng College Finance at (818) 677-4174 or email [tsengfinance@csun.edu](mailto:tsengfinance@csun.edu).
- Information regarding program fees is posted on the Tseng College web site for the current term at <http://tsengcollege.csun.edu/>.