Financial Services
1000 KLO Road
Kelowna, BC V1Y 4X8
AccountsReceivable@okanagan.bc.ca

SPONSORSHIP AND BILLING AUTHORIZATION FORM

STUDENT DETAILS:			
Legal last name:		Legal first name:	
OC Student ID:		Date of birth (dd-mmm-yyyy)	
Student email:		Phone number:	

SPONSORSHIP DETAILS:			
Program of study or courses:			
Dual credit: Are you a School District sponsoring a Dual Credit student? Yes ○ No ◉			
Terms covered: Fall 20____ (Sep – Dec) Winter 20____ (Jan-Mar) Spring/Summer 20____ (Apr – Aug)			
Dates of study: From:		To:	
Reference for invoicing, if applicable: (e.g. Auth. ID/PO#/File#)			

	COSTS COVERED INCLUDE: Refer to tuition and fees on OC website	**Maximum approved cost**
	Tuition and mandatory fees (e.g. OC Development Fee, Ed Tech Fee, Student Union Fees, material fees, etc.)	$
	Tuition ONLY	$
	Mandatory fees ONLY (e.g. OC Development, Ed Tech, Student Union, etc.)	$
	Non-refundable tuition deposit(s)	$
	Health and dental fees	$
	Books and supplies from OC Campus Stores (excluding school merchandise and electronics) (e.g. Uniforms, lab materials or kits, blood pressure kit, stethoscopes, PPE, calculators)	$
	Tool kits	$
	Other (please specify):	$

SPONSOR DETAILS:			
Organization name:			
OC Customer ID, if known:			
Billing address:			
City:	Province: BC	Postal Code:	
Authorized approver (printed name):			
Authorized signature:			
Job title:			
Email address:			
Phone number:			
Alternate contact – name/title:			
Alternate contact – email address:			
Alternate contact – phone number:			
Requested billing method:			
☐ By email to:			
☐ By mail to the attention of:			

☐ By signing this form, the sponsor is acknowledging the agreement to be invoiced for the costs incurred by the student as stipulated above. A statement will be sent to the sponsor at the end of each month for any charges. Payment terms are net 30 days from the date of the statement. Please provide a copy of this form to the sponsored student.

Financial Services
1000 KLO Road
Kelowna, BC V1Y 4X8
AccountsReceivable@okanagan.bc.ca

SPONSORSHIPS – SPONSOR'S OBLIGATIONS AND RESPONSIBLITIES

1. The third-party sponsor should ensure the Sponsorship Form has been completed in full and is signed and submitted to Okanagan College at least two weeks prior to fee payment deadline for the student's program. Fee payment deadlines can be found on the Okanagan College website: https://www.okanagan.bc.ca/registrars-office/tuition-and-fees
2. Signed Sponsorship forms can be submitted by email to the Accounts Receivable department at Okanagan College. Email: AccountsReceivable@okanagan.bc.ca
3. Accounts Receivable will apply the sponsorship to the student account and send a monthly statement to the sponsor. The balance noted on the statement is payable within 30 days. Payments can be made via:
    a. EFT –To pay via EFT, please contact AccountsReceivable@okanagan.bc.ca to request the banking information needed. Please note that payment notifications for EFT payments should be emailed to AccountsReceivable@okanagan.bc.ca.
    b. Cheque – Please make cheques payable to Okanagan College. Cheques can be mailed to:

       Attention: Accounts Receivable
       Okanagan College
       1000 KLO Road
       Kelowna, BC V1Y 4X8
    c. Online bill payment – Please use the customer ID number as the account number and send an email payment notification to AccountsReceivable@okanagan.bc.ca.
4. Please note that the customer ID and invoice number must be included on all payments. Student ID numbers should also be provided. If the invoice number and/or student number are not provided, there may be delays in applying the payment to the sponsor account. When paying for multiple students, the amount being paid for each student must be detailed with the payment.
5. If the sponsor does not pay the balance related to the student by the scheduled payment deadline, a financial hold may be placed on the customer account and the related sponsored student's account. If a customer account has a financial hold, the College may restrict the customer from sponsoring additional students until balances are paid in full. In addition, the hold on the student's account will restrict the student's ability to request transcripts, receive grades, add or drop classes or be eligible for graduation. It will not affect their ability to attend classes or access course information through Moodle.
6. Accounts Receivable cannot release information such as grades, or transcripts. Students can provide this information to the sponsor directly. Otherwise, students must complete and submit the Consent to Release Information form found on the Registrar's Office website (https://www.okanagan.bc.ca/office-of-the-registrar/student-forms) to give the sponsor access to their information. Once completed, the sponsor may then obtain the information from the Registrar's Office. The form can be found here: https://okanagancollege.etrieveca.cloud/#/form/85.

SPONSORSHIPS – STUDENT'S OBLIGATIONS AND RESPONSIBILITIES

1. The student is responsible for ensuring that the completed Sponsorship Form has been received by Okanagan College prior to the fee payment deadline. Fee payment deadlines can be found on the Okanagan College website: https://www.okanagan.bc.ca/registrars-office/tuition-and-fees
2. The student is responsible for their account balance at all times. Students may view their account transactions and balance via myOkanagan.
3. It is the student's responsibility to thoroughly familiarize themselves with the terms of their sponsorship agreement and promptly pay any fees or charges not covered by the agreement.
4. If the student's account is not paid in full by the scheduled payment deadline or a valid Sponsorship Form has not been received or does not cover all fees, a financial hold will be placed on the student's account. The hold will restrict the student's ability to request transcripts, receive grades, add or drop classes or be eligible for graduation. It will not affect their ability to attend classes or access course information through Moodle.
5. If a student pays personally for fees and is later sponsored, the payment from the student will become a credit on the student account. The student is then responsible to request a refund of the amounts paid personally. The form can be found on the Registrar's Office website https://www.okanagan.bc.ca/office-of-the-registrar/student-forms (or the student can use the direct link: https://okanagancollege.etrieve.cloud/#/form/98). Please note that refunds are issued via cheque or e-transfer and may take 4-6 weeks to process.
6. The student is responsible for providing their sponsor with any additional information such as grades or transcripts if such information is required. The student may complete a Consent to Release Information form to allow their sponsor to access this information directly from OC. The form can be found on the Registrar's Office website https://www.okanagan.bc.ca/office-of-the-registrar/student-forms or can be accessed directly here: https://okanagancollege.etrieveca.cloud/#/form/85.
7. Health and Dental is provided through the Student Union and is a mandatory fee. Students eligible to opt-out of the Student Unions' Health and Dental plan must do so by completing the opt-out form by the deadline. Students should visit their Student Union website for more details including opt-out instructions and electronic opt-out forms.
    a. For students in Kelowna, Penticton and Salmon Arm – Okanagan College Students' Union (OCSU) website: https://www.ocsu.ca/health-and-dental
    b. For students in Vernon – Vernon Students' Association (VSA) website: https://vsaoc.ca/services/student-extended-health-dental-plan-overview/