

# Sponsorship at TRU

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## TRU responsibilities

- Review applications and student account status. Students with outstanding fees from prior terms will not be able to register for new courses and a sponsorship contract will not be established.
- Notify the student and sponsor of approval or denial. Incomplete or unsigned applications may not be processed within two weeks.
- Enable registration without a tuition deposit or commitment fee for approved students.
- Financial Services now operates online only; in-person support is no longer available.

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## Student responsibilities

- Ensure the complete [Tuition Sponsorship Application Form](#) is submitted before the deadline.
- Sign the waiver at the bottom of the form to authorize TRU to release account information to the sponsor.
- Pay any fees not covered by the sponsorship and monitor the account balance. Review your account regularly through your [myTRU](#) account under the “Financial” section → “My Account Summary.”
  - Unpaid fees will result in a financial hold being placed on your account. The hold will not be released until after any outstanding fees are paid.
- **Health and Dental:** Eligible students must opt out by the deadline if not covered. Visit <https://trusu.ca/services/health-dental/opting-out/> for more information.
- **Books and materials:** If covered, bookstore charges are added to the student account. Bookstore accounts close mid-semester:
  - Fall: Oct. 31
  - Winter: Feb. 28
  - Summer: June 30

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## Sponsor responsibilities

- Ensure the [Tuition Sponsorship Application Form](#) is fully completed and signed by both the student and sponsor. Submit the form before the student's registration date.
- Email signed forms to TRU's Accounts Receivable department:  
[accountsreceivable@tru.ca](mailto:accountsreceivable@tru.ca).
- Review the monthly invoice from TRU Accounts Receivable for details of any outstanding balance and ensure payment is made by the due date. If you are not paying the full amount, please email TRU's Accounts Receivable with a breakdown of your payment.
- **T4A forms:** Sponsors are responsible for issuing T4A forms for tuition paid on a student's behalf.