

# TRU Sponsor Payment Methods

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This guide outlines the available payment methods for sponsors paying Thompson Rivers University (TRU) invoices for tuition and fee charges on behalf of students. Please ensure that all payments include the **sponsor's T-ID, full name and the invoice number**. For payment deadlines, refer to [A Step-by-Step Guide to the Tuition Sponsorship Process at TRU](#).

## Electronic funds transfer (EFT) – preferred method

- Sponsors may request EFT banking details and instructions by emailing [TRUEFTAdvice@tru.ca](mailto:TRUEFTAdvice@tru.ca).
- All EFT payment advice and related inquiries should be directed to this email.
- Please refer to page 2 for detailed instructions.

## Online banking (bill payment)

- Add Thompson Rivers University as a payee through your financial institution's online banking platform.
- Use the sponsor's T-ID as the account number.

## Cheque or money order (by mail)

- Payable to Thompson Rivers University.
- Mail to: Thompson Rivers University, TRU Financial Services - Cashier, 805 TRU Way, Kamloops, BC, Canada V2C 0C8.
- Please ensure cheques include the sponsor's T-ID and name.

## Debit and credit card – Need more help?

- Call the TRU Finance Cashier at **250-371-5646**, Monday to Friday, 9 a.m. – 4 p.m. (Pacific Time).
- Credit card transactions (Visa, MasterCard and American Express) incur a 2.5% convenience fee.
- Debit card transactions incur a 1.65% convenience fee. Only debit cards with a CVV (three digits on the back of the card) will be accepted.

## Payment Advice Guide

To ensure accurate and timely processing of payments, please include the following information when submitting payment advice for invoices paid via **cheque** or **EFT**. This helps us track received payments and correctly associate them with the corresponding students.

### Required information

- Sponsor name
- Sponsor ID (*located on page 1 of the invoice*)
- Invoice number (Sxxxxxx)

Invoice Number	Sxxxxxx
Statement Date	30-May-2025
Sponsor ID	T00xxxxxx

- Amount paid

### Additional notes

- If the payment is a partial amount, please indicate the portion being paid and provide an explanation for the remaining balance.

### Submission instructions

- For EFT payments: email payment advice to [TRUEFTadvice@tru.ca](mailto:TRUEFTadvice@tru.ca).
- For cheque payments: attach a copy of the payment advice with the cheque.
- You can also send a copy to [accountsreceivable@tru.ca](mailto:accountsreceivable@tru.ca).

### Contact information

- Banking information: [TRUEFTadvice@tru.ca](mailto:TRUEFTadvice@tru.ca)
- Invoice and other queries: [Accountsreceivable@tru.ca](mailto:Accountsreceivable@tru.ca)
- Phone: 250-371-5646

### Payment deadline

#### **Semester-based courses**

- Fall: Nov. 15
- Winter: Mar. 15
- Summer: July 15

**Open Learning:** Six (6) weeks after registration

**Non-semester-based courses:** Six (6) weeks after the course start date