



TEXAS TECH UNIVERSITY

Office of International Affairs™

New Sponsor Guidelines and Requirements

Please provide the answers to the following questions in order for the International Sponsored Student Programs office to evaluate the eligibility of your institution as a sponsor at Texas Tech University. Please note that the sponsor vetting process will take at least 30 business days. We cannot guarantee that a sponsor will be approved during this process. If the sponsor is not approved, the student will become personally responsible for any unpaid balances.

Billing guidelines

•A contact name, telephone, fax and e-mail address for the person directly responsible for third-party payment:

Name: _____

Email: _____

Address: _____

Phone: _____ Fax: _____

•The agency must accept electronic invoices from the university by the email address listed. Invoices cannot be mailed and may only be faxed to domestic lines. Do you acknowledge and accept this requirement?

Yes ☐

No ☐

•Approved sponsors may only receive official invoices from Texas Tech University. Sponsored students may not present account summaries to the sponsor for current terms and acceptance of such summaries by the sponsor will result in the agency no longer being approved as a sponsor at Texas Tech. Do you acknowledge and accept this requirement?

Yes ☐

No ☐

•All refunds and credits for sponsored students will be applied to the student's tuition and fee bill to the advantage of the sponsor and refunds will only be given to the student in the case of excess payments by the student or financial aid awarded by the university exceeding mandatory charges in a given semester. Do you acknowledge and accept this requirement?

Yes ☐

No ☐

•Health insurance is mandatory for international students. Sponsored students must either be covered by a sponsor policy prior to arrival at the university or the sponsor will be billed for TTU student health insurance on the tuition/fee invoice. If the sponsor is providing insurance for the student, basic information on the applicable policy must be provided, and a waiver from the mandatory TTU insurance will be processed on behalf of the student by this office.

-Will your students be utilizing the student health insurance coverage purchased through Texas Tech University? Yes ☐ No ☐

-If yes, the student health insurance coverage purchased through Texas Tech University is for the student ONLY. Family members and dependents must be covered independently and premiums paid in advance by either the sponsor or the student. Do you accept and acknowledge this requirement? Yes ☐ No ☐

-If the sponsor is providing insurance and requests a waiver of the TTU student health insurance requirement, please provide full information of the sponsor-provided insurance plan.

•Below is a list of anticipated charges. Please select the charges that you as the sponsor will agree to pay of the student. Any charges not paid by the sponsor will be charged directly to the student and students will be responsible for payment according to TTU policy.

-Regular tuition and required academic fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-TTU student health insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Special instruction fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Field trip or off-campus travel fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Study abroad courses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Tuition and fees associated with online courses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-On-campus housing charges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Meal plans and hospitality services charges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Parking	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Penalty fines, like library late fees or parking tickets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-Student wellness center visit copays?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

•Payment of a sponsored student fee as set by the university each session the student is enrolled is required for all sponsored students. Do you acknowledge and accept this requirement? Yes ☐ No ☐

•Sponsor invoices are sent by TTU in September for Fall terms, February for Spring terms, and July for Summer terms. Payment is due within 30 days and additional invoices will be sent after 30 days and 60 days. After 90 days, a final notice will be sent to the sponsor and any outstanding balance will be charged directly to the student after that. Is your organization able to conform to this billing schedule? Yes ☐ No ☐

•Are there any circumstances that your organization would not pay an invoice in full? Yes ☐ No ☐

If yes, please explain: _____

Academic guidelines

•Contact information for the advisor/representative that can make decisions regarding the student and their academic program.

Name: _____ Email: _____

Address: _____

Phone: _____

•Is the sponsorship limited to a specific major?

Yes ☐

No ☐

If so, what are the consequences of a student's failure to meet the criteria to progress through the chosen major?

•Is the sponsorship contingent on a grade requirement? Yes ☐

No ☐

-If yes, what is the requirement and the consequences of failing to meet the requirement?

•Are summer sessions authorized? Yes ☐

No ☐

Sponsor representative signature _____ **Date** _____

Presentation of a financial guarantee or scholarship letter to Texas Tech University does not ensure approval. Texas Tech University reserves the right to decline acceptance of a guarantee for any reason. If a financial guarantee is not accepted by the institution, the matriculating student must make alternate arrangements for payment of all tuition and fees.

Additional Notes:
