Departmental Sponsor Agreement

Semester__________

1. Parties:
This agreement is entered into this ___ day of ___ by Student’s Name
and between ___ of Texas Tech University.

2. Term, Termination and Amendment:
This agreement shall govern the relationship between Texas Tech University, the student, and the sponsoring
department stated above with regard to the entire duration of sponsorship. This contract needs to be completed
each term while the student attends Texas Tech University. All normal billing deadlines and penalties apply to
the student’s account and will not be altered with regard to this contract. Texas Tech University has the right to
terminate this contract upon written notice to both the student and the sponsor.

3. Consideration:
The DEPARTMENTAL SPONSOR agrees to pay Texas Tech University (please check one):

  ______Total tuition and mandatory fees
  ______Total tuition and fees less waivers and scholarships
  ______Other amount of $_____________

4. Services Expected:
Texas Tech University agrees to place a contract payment for the above stated value on the student’s account upon
acceptance of this completed form. TTU will then process an internal document to charge the departmental sponsor
for the amount specified. These internal charges will be processed after the twelfth (12th) class day during fall or
spring semesters and the fourth (4th) class day during summer terms. The student agrees to pay any amount not paid
by the departmental sponsor.

5. Amendments to the Contract:
When awarded, the agreement shall not be changed, modified, altered, or amended in any respect without the mutual
consent of the parties hereto, which consent shall be evidenced by a written amendment to the agreement executed
by all parties.

6. Assignment
This contract may not be assigned or transferred in whole or in part by either party without the prior written
consent of the all parties.

7. Disclaimer:
This contract is not complete and will not be applied to the student account without the signatures of both the fund
manager in the sponsoring department and the student, and the full Fund-Organization-Program funding
combination being stated below.

Department Fund Manager Approval
Name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________
FOP: ___________________________

Student
Name: ___________________________ Banner ID: ___________________________
Signature: ___________________________ Date: ___________________________

Texas Tech University Student Business Services Approval
Signature: ___________________________ Date: ___________________________