Departmental Sponsor Agreement

1. **Parties:**

This agreement is entered into this _____ day of _____ by _____

Day *Month, Year* *Student's Name*

and between of Texas Tech University.

_____

Name of Sponsoring Department

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 form is only to be used in the event a scholarship cannot be applied. This contract needs to be completed** underline 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.

8. **Additional Information:**

***If this transaction involves sponsored project funds (FOPs beginning with '21', '22', '23'), including cost sharing ("M") or program income ('28P') funds, approval from the Office of Research Accounting is required before Student Business Services can process the request.

Please explain why the Scholarship system cannot be used for this payment:_____

_____

Department Fund Manager Approval

Name: _____ Title: _____

Signature: _____ Date: _____

FOP***: _____

Note: Charges for Whitacre College of Engineering doctoral student waivers that comply with OP 62.40 will post to account 7P2002 Supplemental WCOE Benefit.

Student

Name: _____ R#: _____

Signature: _____ Date: _____

Office of Research Accounting Approval (If Required)

Name: _____ Title: _____

Signature: _____ Date: _____

Texas Tech University Student Business Services Approval

Name: _____ Title: _____

Signature: _____ Date: _____