

## Sponsor Direct Billing Authorization Form Instructions

- Sponsored Student are required to have a completed Sponsor Direct Billing Authorization Form submitted to Financial Services by the published [fee deadline date](#) for each term, or for the academic year.
- The form must be completed and signed by both the authorized sponsor, and the student.
- Sponsorship letters from the Sponsoring organization itself will not be accepted unless accompanied by this form.
- Organizations who are funding multiple students are required to submit one form per student.
- UNB is authorized to invoice for all terms/fees indicated without further consent from the organization. If sponsorship is to be approved on a term-by-term basis, please submit a new form each term.
- If the UNB [Emergency International Health Insurance](#) plan is not funded by the Sponsoring organization, it is the student's responsibility to pay for this insurance.
- If [Undergraduate](#) or [Graduate](#) Health and Dental Insurance is not funded by the Sponsoring organization, and/or the student has alternate coverage, it is the student's responsibility to complete a successful online opt-out by the published [deadline date](#).
  - Undergraduate students opt-out at [www.wespeakstudent.com](http://www.wespeakstudent.com)
  - Graduate students opt-out at [www.studentvip.ca](http://www.studentvip.ca)
  - If a successful opt-out is not completed, the charge will remain to be paid by the student.
- **If the Sponsor Direct Billing Authorization Form is not submitted to UNB Financial Services by the [fee deadline date](#), the student will not be recognized as a Sponsored Student, which will result in the student being charged a late payment fee, and they may be subject to interest charges and/or the suspension of IT access.**
- Students with an outstanding balance on their account may be subject to late fees, interest charges and/or the suspension of IT services. Student who are unable to pay the outstanding balance on their account by the fee deadline date are required to discuss payment options with Financial Services. Sponsorship for future terms will be suspended until their student account balance is paid in full.
- Any changes in sponsorship details, or cancellations must be submitted via email to [studentsponsorship@unb.ca](mailto:studentsponsorship@unb.ca) by the Sponsoring agency.
- The University of New Brunswick reserves the right to withhold or cancel sponsorship(s) for any organization with an outstanding balance of more than 60 days. In this event, students will not be recognized as sponsored, and will be fully responsible for their tuition and fees.