

## **Sponsored Student FAQ**

What does my sponsor need to provide to the Student Receivables Office?

- Each sponsor must submit a Sponsor Authorization Form by the first day of class. The form is available at <http://inside.mines.edu/Sponsor>

Are there any forms that students must submit?

- Yes. The Student Agreement Form is due to the Student Receivables Office by the first day of class. The form is available at <http://inside.mines.edu/Sponsor>

If my sponsor does not pay for all tuition/fees, when are they due?

- Remaining tuition/fees not covered by your sponsor are due the first business day after census.

What happens if both required sponsor forms are not submitted on time?

- You will not be authorized as a sponsored student for billing purposes and must submit payment for tuition/fees by the first business day following the census date.
- All communication must be coordinated between student & sponsors directly.

When will my sponsor receive a bill?

- Bills are generated and sent after the census date each semester.

Should I assume that my account is paid in full once all necessary documents are submitted?

- No. We encourage all sponsored students to continually check their account detail via Trailhead to ensure that there are no outstanding fees their sponsor is not covering.

What happens if my sponsor does not pay on time?

- You will be notified if your sponsor has not paid within 30 days via email. Your sponsor will have an additional 15 days to make payment.
- If payment is not received by the due date, a hold will be placed on the student account restricting you from registering, receiving grades, transcripts, etc.
- Payments of the costs of your attendance at CSM such as tuition, fees, books, housing, meals, and health insurance are your legal responsibility.
- Please ensure that your sponsor has all necessary documents that are required from you such as transcripts. Some sponsors will delay payment if they have not received documents required from the student

My sponsor sent a financial guarantee. Why have I not been added to their sponsorship?

- The Student Receivables Office must receive a Sponsor Authorization Form from all sponsors. Financial guarantees do not authorize you to be a sponsored student.
- If you are a sponsored student and do not see charges moved from your student account/see third party billed please contact Student Receivables as soon as possible.