

Third Party Sponsorships

Extended University 200
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Purpose

Fees on a student account can be sponsored (paid for) by an organization. A third party sponsor can be an Employer, Military, Department of Vocational Rehabilitation or Foreign Government.

Scholarships and Grants are NOT sponsorships. If you have questions about a scholarship or grant, please email the Financial Aid and Scholarships office at: financial.aid@csun.edu or scholarships@csun.edu.

A Family member, friend, etc. are not sponsors and will not be considered for sponsorships.

I. THIRD PARTY SPONSORSHIP:

- Third Party Sponsorships are a contractual agreement with the University and authorization with The Tseng College.
- Third Party Sponsors must submit authorizations to pay for partial or full tuition and other fees, parking, housing and meal plans for the student/s which they are sponsoring.
- The student is responsible for any portion of the tuition and other fees not covered by the Sponsor.

II. WHO CAN SPONSOR A STUDENT?

1. **Corporation/Organization:** A contractual agreement with the University or prior arrangement with Tseng College is required from the sponsoring corporation/organization. Students or organization must send the authorization to Tseng College finance. The agency authorization must be on company letterhead stationary with an authorized signature.

2. **Federal Government:** A signed authorization must be on letterhead stationary of a recognized branch of the Federal Government.
3. **International Students/International Embassy:** Government sponsored students should submit a billing authorization letter to the Tseng College. The University will bill the Embassy and payment must be remitted within 30 days of the invoice date.
4. **Military/ROTC:** Enclose an authorization on letterhead stationary or 1556 Form, which clearly indicates the sponsoring agency to be billed. (The authorization must bear the signature of the commanding officer or recognized official. Payment from the sponsoring agent is required within 30 days of the invoice date).
5. **State and Veterans Vocational Rehabilitation:** Enclose a signed authorization from the appropriate sponsoring agency (State Department of Rehabilitation or Veterans Administration.)

III. THE FOLLOWING INFORMATION IS REQUIRED FOR A VALID AUTHORIZATION:

The sponsor must submit a letter of authorization to the Tseng College prior to the term start date. A letter of authorization is a letter signed by the designated sponsor's representative and must be sent on official letterhead paper from the sponsor and should include the following information:

- Full name of the Student, CSUN ID number for identification if known. Can also be a list of students in case the sponsor covers a group.
- Term and Year the authorization is valid for (i.e., Fall 2024 or 8/24/2024 - 12/23/2024).
- Amount specified or description of all charges related to specific types of fees (i.e., tuition, parking or any other fees) AND may include the classes the student will enroll for the term.
- Must be signed by an authorizing agent and/or person to contact.
- Must include a complete billing address, person to contact, contact phone number, and email address for communication and especially for sending invoices electronically.
- Any changes or deletions to the authorization must be emailed in writing to Tseng College immediately to Tsengfinance@csun.edu, so the contract can be adjusted prior to the date the term begins or invoicing.
- Authorizations with payment restrictions or conditions will not be accepted (i.e., Student must pass coursework with grade of C or better before authorization is valid).

Upon receipt of the Authorization with ALL valid components, an Organization ID and a term contract will be created. If one already exists, the new authorization is linked to that contract for the term being sponsored.

At this point, when the student registers, the authorized charges are moved from the student's account to the sponsor's account and an Invoice will be mailed or emailed to the sponsor.

IV. INVOICING:

Approximately 30 days after the start of the academic term (semester) or after the add/drop date is over; an invoice for the amount sponsored for the term will be sent electronically/mailed to the sponsors or as advised. After the invoice is sent:

- The full amount is due on the invoice due date.
- Payment should be mailed to the address on the invoice, with a copy of the invoice if possible or with invoice number for proper credit.
- If payment is not made within 90 days of the due date the charges may be placed back on the student account and the student will be responsible for payment in full.

V. ACCEPTABLE FORMS OF PAYMENT:

- Corporate Check: Made payable to CSUN.
- Wire Transfer: Call Tseng Finance for banking instructions at (818) 677-4174.

VI. ADDITIONAL ASSISTANCE FOR SPONSORS:

- For questions regarding Sponsorship, please contact:
Tseng College Finance at (818) 677-4174 or email tsengfinance@csun.edu.
 - Information regarding program fees is located on the Tseng College web site for the current term at <http://tsengcollege.csun.edu/>
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