



# Corporate Sponsorship Agreement University Of Delaware

The following form should be filled out to confirm when your company will be paying all/part of your educational expenses. Please submit company policy/authorization to confirm the amount approved; authorization terms and company's invoicing preference.

**Please complete all sections and include a copy of any official letter/authorization from your company that supports the arrangement**

### Section 1: Student/Sponsor Information

Student Name: _____	UD Student ID: _____
Student E-mail: _____	Student Phone: _____
Sponsor Company Name: _____	Company Phone Number: _____

### Section 2: Authorization Terms

<input type="checkbox"/> <b>One-time Authorization:</b> This is valid for the _____ Semester. I understand I must provide separate authorization each semester/term, SFS will not process the appropriate credit until I submit a new authorization.
<input type="checkbox"/> <b>Blanket authorization:</b> As of _____ (indicate first term to process) this serves as authorization for each term I have active registration. SFS will process the appropriate credit each semester unless notified agreement is no longer valid.

### Section 3: Invoicing Terms

<input type="checkbox"/> Please invoice my company for payment directly to the University of Delaware
<input type="checkbox"/> Invoice me directly. I will be reimbursed by corporate sponsor and submit payment by below*. Fall Semester: January 30 <sup>th</sup> Spring Semester: June 30 <sup>th</sup>
<small>*This option is offered as courtesy to students for those companies that reimburse after submission of final grades</small>

I understand the following conditions:

- It is the responsibility of the student to ensure their account has appropriate contact information. The University of Delaware uses online billing and communicates payment reminder notifications via email to the student's preferred email address. A specific "billing" email type can also be established to grant an authorized user access to view and pay bills.
- It is the student's responsibility to know when a payment is due. Electronic copies of charges and payments are available by accessing your account online @ [www.udel.edu/paybill](http://www.udel.edu/paybill). Accounts are subject to a late payment of \$55 each month if not paid on-time.
- If a student defaults on the unpaid balance, they will be referred to a collection agency and reported to credit bureau organizations. Under such circumstances, the student may also be responsible for all attorney's fees, other costs and charges necessary for the collection of any amount not paid when due.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>Return Forms to:</b> Mail: Office of Student Financial Services 116 Student Service Building Newark, DE 19716	E-Mail: <a href="mailto:sfs-advisor@udel.edu">sfs-advisor@udel.edu</a>	Fax: 302-831-4056
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