



**UNIVERSITY OF  
CALGARY**

Office of the Registrar  
Enrolment Services  
MacKimmie Tower, Room 116  
University of Calgary  
2500 University Drive NW  
Calgary AB T2N 1N4  
CANADA

## Sponsorship Letter Template and Instructions

Note: This letter is not for organizations granting scholarship, award, or bursary funds in fixed amounts. Parties eligible to act as a sponsor include corporations, indigenous bands, and government agencies.

Students covered under Third Party Sponsorships must produce a letter from their sponsor outlining the fees that the sponsor is paying for. Additional information and full instructions for setting up a Third Party Sponsorship can be found here:

<https://www.ucalgary.ca/registrar/finances/tuition-and-fees/third-party-sponsors>

### Instructions:

1. Complete the highlighted sections in the below letter template with the terms of the sponsorship agreement:
  - a. Sponsorships can only cover one semester at a time:
    - i. Fall: September - December
    - ii. Winter: January – April
    - iii. Spring / Summer Intersession: May – August
  - b. Specify what fees the sponsor will be paying, including:
    - i. Tuition, general fees, health and dental insurance, books, housing, meal plan, etc.
2. Print the letter onto company letterhead
3. Provide the sponsored student with the Sponsorship Letter no later than 30 days prior to the start of the semester
  - a. This gives students ample time to organize their finances, and submit the Sponsorship Application
  - b. Delays in application submission will result in delays in invoicing
4. The student will complete the Sponsorship Application, and submit the Sponsorship letter through their student portal no later than the term fee deadline
5. An invoice will be issued to the sponsor after the term fee deadline, to be paid within 60 days

[Date]

To UCalgary Accounts Receivables,

[Organization Name] will be sponsoring [Student Name] with UCID [UCalgary Student ID Number]. We will be covering the costs of [tuition and/or mandatory fees and/or health and dental insurance and/or housing charges and/or meal plan charges and/or books]. The sponsorship will cover the above fees for the [Term, e.g. Winter 2022] semester.

Please send the invoice [by mail/by email] to the following:

[Contact Name]

[Contact Street Address, including City, Province/State, Country, Postal/Zip Code]

[Contact Phone Number]

[Contact Email Address]

If we have more than one student on the sponsorship, we would prefer to have [one student per page/multiple students per page] on the invoice.

We acknowledge that invoices will be issued on the term fee deadline. We will pay the invoice within 60 days of being issued.

We acknowledge that if payment has not been received by UCalgary within 90 days of the invoice date, the invoice will be cancelled, and the student will be responsible for all fees assessed, and any repercussions of late payment.

Thank you,

Contact Person Name

Contact person Signature