



SPONSORED STUDENTS OBLIGATIONS & RESPONSIBILITIES

1. The student is responsible for ensuring that the authorization to invoice a third party is received by the UNBC Accounts Receivable Office at least one month before the semester start date. In accordance with the law, Freedom of Information and Protection of Privacy Act states that unless written permission is provided by the student, details of their account cannot be released. Students **must** complete the [Third Party Release Form](#) in order to give permission to the University to release information regarding his/her student account to the sponsor.
2. Students are liable for all incurred charges and their account status at all times and therefore must not delay payment of fees in anticipation of the third party sponsorship. It is up to the student to initiate all discussion with the sponsor prior to authorization of the contract, and throughout the duration of their academic studies at UNBC.
3. It is the student's responsibility to thoroughly familiarize themselves with the terms of their sponsorship contract and to promptly clear up any remaining charges that might arise. All account balance information is available on-line at www.unbc.ca/login.
4. If a student prepays his account prior to the sponsor forwarding the Sponsorship Authorization to the Accounts Receivable Office, resulting in a credit balance, the student may request a refund from the Cashier's Office.
5. The student is responsible for providing his/her sponsor with any additional information such as grades or transcripts if such information is required.
6. It is the student's responsibility to annually and promptly opt out from the [NUGSS Health & Dental Plan](#) if not required.