Completing the Sponsorship Authorization Form

Concept

The Sponsorship Authorization Form initiates third-party contracts which are credit agreements between the University of Texas Health Science Center at Houston and a third-party sponsor—typically, schools, corporations or government agencies. The third-party sponsor can be an external entity or an internal UTHealth school or department.

The third-party agrees to sponsor one or more students and pays all or part of the student's tuition, fees, and expenses. The third-party sponsor establishes all parameters regarding what portion of which expenses it pays.

Instructions in this document will assist you with completing the sponsorship authorization form.

### Required Information/Field(s)

<table>
<thead>
<tr>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Solutions Student ID</td>
</tr>
<tr>
<td>Career/School</td>
</tr>
<tr>
<td>Institution</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>Funding End Date if Grant Funded</td>
</tr>
<tr>
<td>Total Amount or Percentage</td>
</tr>
<tr>
<td>Expenses</td>
</tr>
<tr>
<td>Signature Authority on Account to Be Charged</td>
</tr>
<tr>
<td>Contact Information – First Name</td>
</tr>
<tr>
<td>Contact Information – Last Name</td>
</tr>
<tr>
<td>Contact Information – Title</td>
</tr>
<tr>
<td>Contact Information – Email</td>
</tr>
<tr>
<td>Contact Information – Phone</td>
</tr>
<tr>
<td>Contact Information – Fax</td>
</tr>
</tbody>
</table>
Access

Click [here](https://www.uth.edu/registrar/myuth.htm) to access the [Sponsorship Authorization Form](https://www.uth.edu/registrar/myuth.htm) page on the My UTH Alumni Guest Portal.

This page can also be accessed through the following UTHealth webpages below:

1. **Bursar’s Office → Sponsorship Form**
   
   [https://inside.uth.edu/finance/bursars/](https://inside.uth.edu/finance/bursars/)

2. **Registrar’s Office → myUTH → Former Students/Alumni**
   
   [https://www.uth.edu/registrar/myuth.htm](https://www.uth.edu/registrar/myuth.htm)
Completing the Sponsorship Authorization Form

Procedure
Please ensure to read the instructions carefully:

Use this form to authorize the billing of a student's tuition and required fees to a particular account for the term indicated. The tuition and fee schedule is available on the Bursar's website and linked here: Tuition & Fee Schedule

To ensure that the student's tuition and fees are billed correctly, this form MUST be submitted one month prior to the start of the term. For questions about completing the form, contact the Bursar's Office by phone at (713) 500-3088 or by email at: sponsorbilling@uth.tmc.edu

1. First begin by entering the student's campus solutions ID number in the field, and tab over to bring up their account:

2. Proceed to verify the information provided with the ID:
   a. Verify the student's NAME to ensure you are entering a form for the correct student.
   b. If this is a REVISED FORM, enter 'Y' for YES; otherwise accept the default value of 'N' for NO. Note: 'Y' allows you to submit changes for prior terms.
   c. If this is an MD/PHD Student, enter 'Y' for YES; otherwise, do not enter anything or enter 'N' for NO.
   d. Select the student's career and school the sponsorship is being applied to.
   e. Select the term the sponsorship should be applied to, please verify the correct term is displayed.
      i. If your student is not currently active, you will not see the correct term AND you will not be able to enter the form until the student is term activated by the Registrar's office.
Completing the Sponsorship Authorization Form

Instructions:
Use this form to authorize the billing of a student’s tuition and required fees to a particular account for the term indicated. The tuition and fee schedule is available at http://www.uth.edu/registrars/current-students/registration/tuition-fee-schedule.htm

To ensure that the student’s tuition and fees are billed correctly, this form MUST be submitted one month prior to the start of the term. For questions about completing the form, contact the Business Office by phone at (713) 450-3000 or by email at: sponsorbilling@uth.tmc.edu

Student’s Information:
- Campus Solutions Student ID: 20018727
- Name: Mahoney, Kathryn Rose
- Career/School: LINUR - Undergraduate Nursing
- Term of Sponsorship: 2023 - 2024 Spring

Select the career & school of the student.
Select which term the sponsorship is to be applied to.

Cancel
3. Enter all Invoicing and Billing Information for the Sponsor/Sponsorship:

![Invoicing and Billing Information Table]

4. Enter the full account number into the corresponding field. If it’s a UTHealth account, select the first checkbox to open those fields; otherwise, enter the MDA account information.

![Expenses to be Paid Table]

Check the Grant Funds checkbox if you are using grant funds, and enter the Funding End Date.

If these are not grant funds, change the Funding End Date to two years from today.
For example: A sponsorship being entered on 12/6/23 will have the end date be 12/6/2025, if they are not grant funds.

<table>
<thead>
<tr>
<th>Grant Funds?</th>
<th>Grant End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/06/2025</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Grant Funds?</th>
<th>Grant End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>06/30/2024</td>
</tr>
</tbody>
</table>
5. Enter the total amount the sponsorship will pay in either numerical value, or as a percentage.

Total Amount: [ ] or Percentage: [ ]

If the student's tuition and fees are being split between accounts, you will need to submit a separate form for each account.

6. Check for any additional expenses the sponsorship will pay

<table>
<thead>
<tr>
<th>GSBS and MD Anderson do not pay:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Fee</td>
</tr>
<tr>
<td>Late Registration Fee</td>
</tr>
</tbody>
</table>

*Check any additional expenses this sponsorship will pay:

- [ ] Audit Fee
- [ ] Late Payment Fees
- [ ] Repatriation/Repatriation Fee
- [ ] Graduation Fee
- [ ] Late Registration Fees
- [ ] Student Health Insurance
- [ ] Liability Insurance

7. Use the Comments and Special Instructions field to let us know:
   a. that you are splitting this student's sponsorship across multiple accounts or
   b. any additional information that may not be captured on the form.

Then proceed to type the name of the authority on the account to be charged.

Comment/Additional Billing Information:

Signature Authority on Account to Be Charged: [ ]

Today's Date: 12/06/2023

8. Enter the contact information for all the sponsorship contacts:
   a. The contact information for the person submitting the form
      i. (The student email is already defaulted to their UTH student email based on ID entered)
   b. Enter the Sponsor/Admin email information by entering each individual email address in the blank field and clicking on “Add Email” to save it in the list of notifications. Add as many email contacts as needed. All emails listed will receive copies of submission.
   c. Enter the Submitter email information entering each individual email address in the blank field and clicking on “Add Email” to save it in the list of notifications. Add as many email contacts as needed. All emails listed will receive copies of submission.
   d. Enter the phone number of the person submitting the sponsorship, as well as any fax number.
9. Click the "Print" button to print a hardcopy for your records. This is the only time you will be able to print the form as presented on the screen. The Bursar’s office can retrieve the data entered into the form, but not the form itself.

10. Click “Submit” button to send the completed form to the Bursar's office.

11. Click “Cancel” button at any time to exit the form without saving. All data will be lost.

After submission, the Bursar's office will receive the form and process the request. If you encounter any issues or have any concerns, please contact us at:

Sponsor Billing
sponsorbilling@uth.tmc.edu

or

Bursar Department
bursar@uth.tmc.edu