



CALIFORNIA STATE UNIVERSITY, LONG BEACH

SPONSORSHIP AGREEMENT
(to be completed by the third-party sponsor)

SPONSOR NAME: _____

DATE: _____

FINANCIAL MANAGEMENT POLICY STATEMENT 91-03: All agreements entered between the University and third parties to sponsor registration fees and tuition for students enrolled at California State University, Long Beach, must contain the following minimum requirements:

- a. The names and identification numbers (Social Security Number) of students covered under the sponsorship agreement.
- b. The academic term(s) under which the students are sponsored.
- c. Adequate billing terms and billing information including:
 - * Billing address
 - * Type and nature of documents supporting the billing
 - * Name and telephone number of Sponsor Contact Person
- d. Provision to ascertain the Sponsor's responsibility for the payment of all billings in accordance with the Sponsorship Agreement. Provisions include, but are not limited to the following:
 1. **No conditions beyond the University control should be made in order to receive the Sponsor's payment (i.e., student must receive specific passing grade; student must attend specific classes/courses)**
 2. The Sponsor's responsibility for the payment of registration fees and tuition (where applicable) if the student dropped units after the established refund period.

SPONSOR'S TERMS (Please provide information as requested):

I. **FEES**-Sponsor agrees to cover fees as follows (please check items that apply):

- State-University Fee
- Non-Resident Tuition
- Mandatory Campus Fees
- Parking

II. **SPONSORED STUDENTS**- Sponsor has attached a list of students and their social security numbers on sponsor letterhead or official document, with authorized sponsor signature included.

III. **ACADEMIC TERM(S)**:-Sponsorship for attached list of students will be for academic year and term(s) checked.

- Fall 20__
- Spring 20__
- Winter 20__
- Summer 20__

IV. **CONTACT PERSON:**

Name: _____ Department _____

Phone#: _____

Mailing Address: _____

V. **BILLING INFORMATION:**

Billing Address:

Street/P.O. Box

City State Zip Code

It is the responsibility of the sponsor to submit this agreement and appropriate sponsor documents in order to sponsor students at California State University, Long Beach. The Sponsorship Agreement should be mailed to: CSULB, Student Account Services MS 0103, 1250 Bellflower Blvd., Long Beach, CA 90840-0103. For questions regarding this agreement, please contact: Supervisor, Student Account Services (562) 985-8280. By submitting an authorized sponsorship agreement, the sponsor agrees to all terms and conditions of the above FM Policy 91-03.

Authorized Sponsor Signature Date

CSULB/Student Account Services Use

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____