



**COLORADO STATE UNIVERSITY**

**Sponsor Authorization Form**

Accounts Receivable Operations  
Sponsor Accounts Receivable  
6024 Campus Delivery  
Fort Collins, CO 80523-6023  
(970) 491-3419  
(970) 491-2452 (f)  
bfs\_ar\_sponsor@colostate.edu

**CSU Student**

**CSU ID**

**Sponsor Name**

**Sponsor Reference/PO Number**

**Sponsor Information**

**Primary Contact**

**Secondary Contact**

**Billing Address**

**Phone**

**City**

**State**

**Zip**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Fax**

**Primary Contact Email**

**Secondary Contact Email**

**Email for Invoice**

**Billing Process**

Invoices are provided to sponsors approximately ten (10) days after the University census date each term. If additional charges come onto to the system after the initial billing period, a supplemental invoice will be provided two weeks before the end of the term for the fall and spring term(s). Invoices are issued to sponsors only once in the summer term. All invoices are due forty-five (45) days after the invoice date. Sponsor accounts are reviewed monthly for past due balances and delinquent sponsors will be notified. If payment is not received within thirty (30) days of the notificaiton, the charges will be transferred back to the student for payment and a registration hold will be placed on the student's account.

*I, (the authorizing sponsor) certify that the above information is accurate as of today and in the instance that the above information changes, Colorado State University will be contacted immediately.*

**Signature**

**Date**

**Please check the following term(s) the sponsor intends to pay:**

The duration of the student's entire degree

Indicate term and year of anticipated graduation

**OR**

	<u>Term</u>	<u>Year(s)</u>
<input type="checkbox"/>	Fall	<input type="text"/>
<input type="checkbox"/>	Spring	<input type="text"/>
<input type="checkbox"/>	Summer	<input type="text"/>

	Full Payment (Indicate with an X)	OR	Maximum Dollar Amount (Indicate with an amount)	Comments
Tuition Only	<input type="text"/>		<input type="text"/>	<input type="text"/>
Online Tuition Only	<input type="text"/>		<input type="text"/>	<input type="text"/>
Fees Only	<input type="text"/>		<input type="text"/>	<input type="text"/>
Tuition, Online Tuition & Fees	<input type="text"/>		<input type="text"/>	<input type="text"/>
Books	<input type="text"/>		<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>		<input type="text"/>	<input type="text"/>
Late Registration Fee	<input type="text"/>		<input type="text"/>	<input type="text"/>
New ID Charge	<input type="text"/>		<input type="text"/>	<input type="text"/>
Placement Examination(s)	<input type="text"/>		<input type="text"/>	<input type="text"/>
Academic English	<input type="text"/>		<input type="text"/>	<input type="text"/>
Health Insurance	<input type="text"/>		<input type="text"/>	<input type="text"/>
CSU Housing	<input type="text"/>		<input type="text"/>	<input type="text"/>
CSU Meal Plan	<input type="text"/>		<input type="text"/>	<input type="text"/>
Sponsor Billing Charge \$50.00 per semester	<input type="text"/>		<input type="text"/>	required administrative fee

Additional comments

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