

Sponsorship Expectations

UCLA provides a mechanism for third party sponsors to pay all mandatory tuition and campus fees of their sponsored students. Under the sponsorship of a third party the student's account is credited, even though payment has not been received, and the third party is billed for the amount due.

By participating in the sponsorship program, the sponsoring agency must adhere to the following terms:

- Authorization letters must be emailed to asksfs@finance.ucla.edu listing all sponsored students and corresponding university identification numbers, and fees to be covered. Authorizations must be submitted at least 1 month prior to the term payment deadline. If sponsors provide authorizations by academic year, they must be submitted 1 month prior to the Fall term payment deadline. For term payment deadline information please visit sfs.finance.ucla.edu.
- Billing occurs at the beginning of each term. Term invoices will be mailed out to sponsors after tuition charges have been assessed on the students account for the term.
- Payment deadlines for sponsors are always 90 days from the invoice date. Any sponsors not paid in full 90 days from the invoice date will no longer be able to participate in the sponsorship program.
- While health insurance is mandatory, UCSHIP is an optional payment by the sponsor. For more details view this [fee chart](#).
- Accepted payment methods include wire, check or ACH. Sponsors must include the sponsor name and university identification number with each payment. For details on submitting payments, please visit sfs.finance.ucla.edu.
- If sponsoring agencies wish to withdraw sponsorship of their student(s), agencies agree to notify UCLA 90 days in advance.

Due to the large volume of sponsored students and UCLA's billing system requirements, it is impossible to provide billing details catered to each agency. Special billing of any kind will be at the discretion of UCLA.

Sponsoring agencies that require grades, transcripts, signatures, reports or other information, must obtain this documentation from their sponsored student.

Please contact us if you have any questions or concerns. To browse for answers or to ask a question visit asksfs.custhelp.com.