

Sponsor Responsibilities

- ✦ Respond promptly to SLCC communications regarding financial matters.
- ✦ Notify SLCC in advance of any changes to the sponsorship agreement.
- ✦ Specify the maximum amount of tuition and fees covered.
- ✦ Provide a valid authorization document (Voucher/Letter) including:
 - ✦ Student's full name and SLCC ID (SID)
 - ✦ Covered term or year (e.g., Fall 2024)
 - ✦ Approved courses or programs (if applicable)
- ✦ Submit the authorization before the semester tuition deadline to avoid late fees.
- ✦ Provide billing contact details: name, email, phone number, and billing address.
- ✦ Verify students meet their obligations and maintain eligibility.
- ✦ Make full payments on time (within 30 days of invoicing) to prevent disruption to the students' education.
- ✦ Honor the terms of the sponsor agreement.

Contact Us

If you have any questions or need assistance, please contact the Office of the Bursar sponsor team.

 (801) 957-4480

 (801) 957-4960

 ARsponsor@slcc.edu

 www.slcc.edu/sponsors.aspx