



Student Accounts Office
6350 Coburg Road
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Halifax, Nova Scotia
Canada B3H 2A1
Tel: 902.422.1271 Ext: 116
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THIRD PARTY BILLING INFORMATION FORM

SECTION A. Sponsor Information

Name: _____ Contact Name: _____

Billing Address: _____

Telephone/Fax # _____ Email: _____

SECTION B. Student Information

Student Name: _____ Student ID #: _____

Program of Study: _____

Authorization terms (check all that apply): Fall: _____ Winter: _____ Summer*: _____

(* Student's must email accounts@ukings.ca once they are registered for the summer term in order for a summer invoice to be issued).

The term invoice will be emailed to ones sponsor the first day after the term due date (also the last day to add/drop courses), and the due date for the invoiced amount will be extended 30 days from the term due date.

SECTION C. Authorization Coverage

Please indicate the charges you agree to pay as a sponsor.

☐ All Charges, if not please specify;

☐ Tuition Additional Information: _____

☐ Mandatory Student Fees _____

☐ Account Balance Only _____

☐ KSU Health and Dental Plan _____

☐ International Health (if applicable)

☐ Non-compulsory charges (e.g. housing, meal plan etc.). Specify here: _____

To be completed by the student:

I understand a new form must be submitted at the start of each academic school year, and that I hereby authorize The University of King's College to invoice the above Sponsor for the authorized coverage as specified in Section C. I also understand if my Sponsor is not funding the King's Student's Union Health and Dental Plan and I wish to opt out that I must do so online at ksu.ca by the fall term deadline (which is the same date as the fall term due date for tuition and fees).

I agree I will immediately notify my Sponsor and the King's Student Accounts Office of any changes to my registration, including my course load.

I understand that I am responsible to pay by the term due date, all charges on my student account not covered by my Sponsor, (e.g: KSU Health and Dental Plan, residence costs etc.). Forms submitted after the term due date will be subjected to late fees and interest.

Student Signature: _____ Date: _____

To be completed by the sponsor:

The undersigned hereby agrees to pay the charges set out in Section C for each students listed in Section B.

Sponsors Signature: _____ Date: _____