



Office of International Students & Scholars
Santa Barbara, California 93106-7150

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E-mail: oiiss@sa.ucsb.edu
Website: <http://www.oiiss.ucsb.edu>

SPONSORED STUDENTS ACKNOWLEDGEMENT (2011 – 2012 Academic Year)

Please read the following carefully to fully understand your responsibility with regard to the quarterly payment of your tuition, fees and health insurance. Please sign and RETURN this form to our office. Remember to keep a copy for yourself.

- As a sponsored student, you are responsible each quarter, to inform the Office of International Students and Scholars (OISS) as to what your tuition and fees amounts are going to be for each quarter.
- The second attachment is a Tuition and Fees Form which you must fill out and return to the Office of International Students and Scholars (OISS) **every quarter and Summer if applicable**. Please return the form at least 4 weeks before the due date for timely quarterly payment of tuition and fees.
- **You are responsible to keep (OISS) updated about any changes to your billing fee structure.**
- *If you are offered other means of financial support.*
- *If your professor or department is paying all, or part of your tuition and fees.*
- *You have advanced to candidacy and your tuition and fee amounts have changed.*
- Please make sure to provide the Office of International Students and Scholars (OISS) with renewal letters of your sponsorship at the end of each academic year. If your support letter covers more than a year, you need not provide a new letter each year. However it is your responsibility to check your sponsorship award letter for the duration of your scholarship.

Please understand that our office can only key in the regular quarterly fees that are assessed (tuition, fees and health insurance) to the Billing Office database. **We cannot submit any extra or additional fees, Eg: Letters & Science fees, etc.** The Billing Office in turn will generate an invoice to your sponsor. As a sponsored student, you should make it your responsibility, to ensure that your fees are paid in a timely manner each quarter and that there is a regular and correct flow of information between yourself, your sponsor, the International Students office and the Billing office. Updating information will avoid the making of duplicate forms and late payment of fees. Our office is not responsible for any late fees, dropping of classes and holds on registration,

Perm Number

Name of Student

Department

Name of Sponsor

Signature

Date