



**SAN JOSÉ STATE  
UNIVERSITY**

## Third Party Sponsor Information Sheet - FY 2010/2011

CONTACTS			
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<b>Long Nguyen</b>	<b>924-1609</b>	<b>long.nguyen@sjsu.edu</b>	<b>Third Party Sponsors, Waivers, Cal Vet, International Programs, Athletics Third Party Third Party Sponsors Delinquent Billing</b>
<b>Patti Burford</b>	<b>924-1615</b>	<b>patricia.burford@sjsu.edu</b>	
<b>Bursar's Office General Information Phone # - 408-924-1601</b> <b>Bursar's Office e-mail address - Bursar@sjsu.edu</b> <b>Bursar's Office FAX # - 408-924-2275</b>			

DATE	GENERAL INFORMATION	THIRD PARTY SPONSOR DEADLINES
<b>2010</b>		
June 8	<b>2010 Fall</b> Priority Registration Begins	Beginning when the student registers and before the monthly payment due date, student's Third Party Sponsor Authorization must be on file with Long Nguyen, or classes may be dropped for non-payment.
August 25	2010 Fall Instruction Begins	
September 14	Last day to add courses for Fall 2010	
November 7 (est) November 8	<b>2011 Winter</b> Session Registration begins <b>2011 Spring</b> Priority Registration begins	Beginning when the student registers and before the monthly payment due date, student's Third Party Sponsor Authorization must be on file with Long Nguyen, or classes may be dropped for non-payment.
December 9	Last day of instruction for 2010 Fall classes	
Dec 23, 2010 – Jan 24, 2011	Winter Break	Campus closed Dec. 24, 30, 31, & Jan. 17.
<b>2011</b>		
January 4 January 26	2011 Winter Session instruction begins 2011 Spring Instruction begins	Beginning when the student registers and before the monthly payment due date, student's Third Party Sponsor Authorization must be on file with Long Nguyen, or classes may be dropped for non-payment.
February 12 (est)	Last day to add courses for Spring 2011	
April 13 (est)	<b>2011 Summer</b> Registration begins	Beginning when the student registers and before the monthly payment due date, student's Third Party Sponsor Authorization must be on file with Long Nguyen, or classes may be dropped for non-payment.
May 17 (est)	Last day of instruction for 2011 Spring semester	
June 2 (est) June 9 (est)	<b>2011 Summer</b> term begins <b>2011 Fall</b> Priority Registration begins	Beginning when the student registers and before the monthly payment due date, student's Third Party Sponsor Authorization must be on file with Long Nguyen, or classes may be dropped for non-payment.

Fall 2010 Payment Due Dates		
Registration Date	Due Date (authorization must be received one week <u>prior</u> to due date)	Classes Dropped for Non-Payment if Authorization not received
June 8 – June 16	June 17	June 18
June 17 – July 17	July 18	July 19
July 18 – August 15	August 17	August 18
August 25 – September 14	September 17	September 20

**\*\* BILLS WILL BE MAILED TO SPONSORS AFTER THE ADD/DROP PERIOD IS OVER \*\***

**PLEASE NOTE**

It is mandatory for SJSU Third Party Sponsor Coordinator, **Long Nguyen**, to be in receipt of the Third Party Sponsor Authorization before registration begins for each term for students to avoid disenrollment of classes. It is also acceptable for students to submit the authorization directly to us in lieu of payment one week before the payment due date (see Payment Due Date table above), and classes will be secured. We do not honor verbal agreements.