

Third Party Sponsor Information Sheet 2007/2008

Bursar's Office

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Contacts

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Patti Burford	924-1615	patricia.burford@sjsu.edu	Third Party Sponsors Delinquent Billing

General Information

Date	Bursar Events	Third Party Sponsor Deadlines
06/11/2007	2007 Fall Registration Billing Begins	All Third Party Sponsor Authorizations must be on file with Lourdes Atienza
08/23/2007	2007 Fall Instruction Begins	
09/12/2007	Last day to add courses for Fall 2007	
11/05/2007	2007 Winter Session Registration begins	All Third Party Sponsor Authorizations must be on file with Lourdes Atienza.
11/07/2007	2007 Spring Priority Registration begins	
12/10/2007	Last day of instruction for 2007 Fall classes	
12/24/07 – 01/02/08	Winter Break – Campus closed	
01/02/2008	2008 Winter Session instruction begins	
01/23/2008	2008 Spring Instruction begins	
01/23/2008	Last day to sign up for Installment Payment Plan for 2008 Spring Semester	All Third Party Sponsor Authorizations must be on file with Lourdes Atienza for late registrants.
02/11/2008	Last day to add courses for Spring 2008	
04/02/2008 (est.)	2008 Summer Registration begins	All Third Party Sponsor Authorizations must be on file with Lourdes Atienza.
05/17/2008 (est.)	Last day of instruction for 2008 Spring semester	
06/11/2008 (est.)	2008 Fall Priority Registration begins	All Third Party Sponsor Authorizations must be on file with Lourdes Atienza.
06/04/2008 (est.)	2008 Summer term begins	

Sponsor Billing Statements

Bills will be mailed to sponsors after the Add/Drop period is over. It is mandatory for SJSU Third Party Sponsor Coordinator, Lourdes Atienza, to be in receipt of the Third Party Sponsor Authorization before Registration begins for each term. However, it is acceptable for the students to submit the authorization directly to us in lieu of payment and classes will be secured. We do not honor verbal agreements.

Student Billing Statements

The Bursar's Office is paperless. Billing Statements are not mailed to students. We have publicized this in our communication media but will appreciate your assistance with communicating this to your students also. Students can log in at [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/) to view their account.