

**The University of Kansas  
Bursar's Office  
Sponsored Student Information Release Form**

Dear Student:

The University of Kansas (KU) has received authorization from a third party (sponsor) that they will pay all or part of your eligible tuition and fees. The University of Kansas requires written authorization from you to release your enrollment, grades and/or KU account information to your sponsor. Please complete the information below and deliver to the Bursar's Office on or before the appropriate due date listed below. By delivering this form, you are requesting that KU bill your sponsor and release information to the sponsor as needed to service your account. This release will remain in effect throughout your attendance at KU.

If your sponsorship amount is changed or cancelled, for any reason, you are responsible for any unpaid amounts due KU. Future sponsorships are not allowed until current sponsorships are paid in full. Students cannot enroll in future semesters, receive transcripts or diplomas until all charges on their KU accounts are paid in full.

Complete, sign, and deliver the form below to the Bursar's Office no later than:

Fall Semester - July 1<sup>st</sup>

Spring Semester - December 1<sup>st</sup>

Summer Semester - April 1<sup>st</sup>

You can deliver this form in person to Strong Hall, Room 21. If you have questions, contact the Bursar's Office at (785) 864-3322.

Detach Here – Keep the Upper Portion For Your Records

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**The University of Kansas  
Bursar's Office  
Sponsored Student Information Release Form**

Deliver to: The University of Kansas • Bursar's Office • 1450 Jayhawk Blvd., Room 21 • Lawrence, KS 66045-7505

Student Name: \_\_\_\_\_ KUID: \_\_\_\_\_

I authorize The University of Kansas to release to my sponsor any student or financial information necessary to service my account.

If my sponsorship is cancelled, for any reason, I understand that I am responsible for all charges due The University of Kansas by the payment due date or immediately depending on the time of year. If my sponsor does not pay my invoice in full by the due date, I will be responsible for any unpaid balance. I understand that future sponsorships are not allowed until current sponsorships are paid in full.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**If not delivering in person, the following section must be completed by a Notary Public:**

State of \_\_\_\_\_ County of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ personally appeared before me, (check one) \_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ whose  
identity I proved on the basis of \_\_\_\_\_ to be the signer of this Sponsor  
Student Information Release Form.

Notary Public \_\_\_\_\_

Residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

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**KU verification by Bursar's Office personnel of student providing Receipt Request:**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_