

Sponsored Student Checklist

Register:

- ® Register as normal – <https://www.abtech.edu/registration>
- ® Record registration costs – Breakdown into tuition and fees

Determine Book Costs:

- ® Price books at bookstore or determine maximum dollar amount for books covered by sponsor
Sponsored bookstore purchases not allowed until sponsor authorizes amount
- ® Book prices available now

Submit Costs to Sponsor

- ® Bring tuition, fees, and book costs to sponsor

Third Party Sponsorship Agreement

- ® Submit Authorization Form to Sponsor
Form available here: <https://www.abtech.edu/content/business-office/third-party-sponsor>

Nonresident Employer or Nonprofit Sponsorship Form

- ® **Out-of-State sponsored students only**
Form available here: <https://www.abtech.edu/content/business-office/third-party-sponsor>

Submit Sponsorship to A-B Tech Business Office

- ® Submit, or have sponsor submit, A-B Tech documentation and any sponsor documentation one week prior to payment deadline - **Failure to meet deadline will result in loss of classes**

Mail or bring to:

Business Office, Roberson Building
93 Victoria Road
Asheville, NC 28801

Email: sponsorships@abtech.edu

Bookstore Purchase E-Voucher Email

- ® Save digitally or print Bookstore Authorization Email
Sponsored bookstore purchases will not be allowed without email
- ® Email will be sent two days prior to the opening of the bookstore's financial aid purchase period

Buy Books

- ® Bring E-Voucher Email to bookstore during the bookstore's semester financial aid purchase period
2020 Spring semester financial aid purchase period – Jan. 2nd through Jan. 24th

Registration Changes

- Any changes in registration or costs requires submission of a revised Third Party Sponsorship Agreement and/ or Nonresident Employer Sponsorship Form - **Failure to do so will result in loss of classes**