

# 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://abtech.edu/future-students/tuition-fees/sponsorships-third-party>

**Nonresident Employer or Nonprofit Sponsorship Form**

- ® **Out-of-State sponsored students only**  
Form available here: <https://abtech.edu/future-students/tuition-fees/sponsorships-third-party>

**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 to:  
Business Office, Roberson Building  
340 Victoria Road  
Asheville, NC 28801

Drop off at:  
Business Office, Roberson Building  
93 Victoria Road  
Asheville, NC 28801

Email: [sponsorships@abtech.edu](mailto: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 Fall semester financial aid purchase period – Aug. 20<sup>th</sup> through Sept. 11<sup>th</sup>

**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**