SponsorPoint Frequently Asked Questions

Contact Information:
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Do I have to use SponsorPoint?
Wichita State University is now using SponsorPoint to automate your Third Party bills and payments. SponsorPoint allows you to retrieve your bill and pay online by ACH or credit card. Information can be accessed 24 hours a day.

When will eBills be published for viewing?
eBills are generated after the 40% refund period. The authorized users for 3rd party accounts will receive an automated e-mail when eBills are available for viewing.

Where do I view eBills? Do I have to print off my eBills?
Sponsors can view an eBill by selecting eBills and then click view. eBills will be in bill date order, with the most recent being at the top. After selecting view, if the sponsor would like to print the entire bill or portions, that feature is available in the toolbar.

What forms of payment are accepted?
ACH and credit card payments are preferred but paper checks will also be accepted.

Is there a fee to use a credit card?
No, there is no fee for credit card payments.

Does Wichita State University accept wires?
We do accept recurring wires from companies. Please send request or necessary forms to wsuaccountsreceivable@wichita.edu

Where can I select to pay my bill in full or partial?
Click on Payments, Account Payment. Select the appropriate radial button (full balance or pay by detail) and drill down to correct student for payment if wanting to pay a partial bill.

Does Wichita State University accept partial payments?
Yes, partial payments are allowed.

Does Wichita State University allow itemized bills to be viewed?
Yes, sponsors can view the student’s itemized bill by selecting the arrow next to the student’s name.

Where do I find current balance on companies’ account?
Your current balance is available on your opening page under Account. This balance contains all outstanding sponsorships for current and past semesters.

How do I view a student schedule?
Select Student Sponsorships. Select arrow next to Sponsorships and select appropriate student. Select arrow next to Contract Accounts, select appropriate term and View Class Schedule.
How do I invite additional users in my company?
Select Account, Manage Users. Sponsor Admin will be able to enter a new user's email address and give a specific role. Sponsor Admin can add others to the account while both Sponsor Admin and User can view account and make payments.

Where do I locate past activity?
Select Account, Account Activity. Select arrow next to Sponsorship name. This will show a dropdown of all semesters with activity.

I know I have made payments in the past. Where do I find the payment history?
Select payments, payment history. Sponsors can search by ID, date or status.

I need a list of students who have been on our sponsorship. Where can I obtain this information?
Yes, select Student Sponsorships and look up by entire account, student name or ID. Information can be sorted by Student ID or names.

Who can I contact for further assistance?
E-mail your questions to wsuaccountsreceivable@wichita.edu or call 316-978-3070 to speak with an individual in Third Party billing.