

Another important change is the requirement of the student number. If you do not provide us with a student ID#, then we will not invoice. Please contact your student to obtain this information from them. The form also requests a last term sponsored, which allows you to indicate the date in the future that you will be sponsoring them to. If you wish you may indicate the entire duration of their degree, a year or even a term at a time. Please note that after the end of the last term sponsored you will need to promptly resubmit the SAIF or we will not continue to invoice. This form needs to be submitted no later than the end of the second week of classes so the process can begin. If these forms are submitted late you run the risk being charged interest/administrative fees.

The final area of this form I will draw your attention to is the Amount Sponsored and Other Fees Covered sections. This will allow you to indicate to us what you are going to cover and/or how much. If you have a maximum amount that you will sponsor the student for or other secondary charges that you, as an organization, may or may not cover, please note it here.

I must once again clearly state that this is a **required** form for us to invoice you. Without the information found in this form, we will not proceed to the next step in our process.

Document #2 & 3 Invoices

These newly designed student invoices differ in only the fact that Document #2 requires you to pay the full amount and Document #3 is only a part of the full bill. You will notice that your new customer number and the invoice number are visible in the top right corner. Under the addresses you will find any reference number that you require (as provided on the SAIF), as well as the student name, ID number and term for the invoice.

Below that you will see any previous balance as well as the new charges on the account. Then the boxed area that indicates the amount you are required to pay to clear the invoice. All student invoicing will be done in Canadian funds. Although many of you may not require the details of the charges on the account, we have provided them for uniform clarity.

There are a couple of other changes of note that I wish to mention at this time. Since we will be sending invoices out earlier in the term and payment is due upon receipt of the invoice, if payment is not received by the end of the second month of classes interest will be charged on the account. Further, until the account is paid, your student will be subject to sanctions, including not being allowed to register into future terms, requesting transcripts or receiving their degree. As in the past, please make the cheque payable to the University of Windsor, however, you may now either make a note of the student ID or the full invoice number on the payment.

Also, since your student can still drop courses after the invoice is complete; there is a chance that the balance may change. This may result in a credit on the student's account which will be carried over to the following term. This credit will be referred to on the next

invoice as a credit forward balance. There will be notes on the student account that will prevent us from refunding to the student directly. The credit will remain on the account until the following term and will be used to decrease the amount that will be invoiced then, or if the student is not attending a refund can be arranged to return the funds to you.

I realize that some of you may have already submitted your sponsorship documents for the fall term, but you are now **required** to go back and complete the Sponsor Authorization to Invoice. In order to facilitate this I will allow more time in this first semester of the new method. This form is available on the Sponsor area of the Cashiers website at www.uwindsor.ca/cashier/sponsor.

As we begin this new process, we understand that there may be some growing pains along the way and I have created a new email address for sponsors (sponsor@uwindsor.ca) to contact us which will allow us to better address your concerns or questions.

I would like to thank you for your co-operation in this matter.

Sincerely,

Renee Turner
Manager, Financial Services