

Cashiers Office  
401 Sunset Avenue  
Windsor, ON  
N9B 3P4  
519-253-3000



July 14, 2017.

**Very Important Information  
Enclosed  
PLEASE READ!**

Dear Student,

The University of Windsor recently undertook a complete evaluation of the sponsorship and invoicing process which resulted in many significant changes. The University has advised your sponsor of these changes and created a new website [www.uwindsor.ca/sponsor](http://www.uwindsor.ca/sponsor) where additional information and all forms required are available.

In the future you will be required to regularly check your student account as you will now be able to see when the invoice has been paid. If your sponsor has not cleared the account there will be sanctions. This will include you being prevented from registering in future terms, receiving transcripts or your degree.

Going forward we will require your sponsor to submit the Sponsor Authorization to Invoice Form no later than the second week of class. Failure to do this will result in interest charges/administrative fees being added to your account. Also, failure of your sponsor to make the payment by the end of the second month of class will mean that interest will be charged on your account and will have to be paid. These fees will be required to be paid by you or your sponsor so please follow up with them to ensure they have submitted the proper paperwork on time.

Although you may have already submitted your Agreement to Defer Payment Form to the Cashiers' Office, you will be required one time only to go to your myUWindsor account, under Financial Matters-Account Authorization and complete the new **Sponsor Authorization Form**. This form will be in effect for your duration here unless you cancel it either in person or via email.

We have also asked your sponsor to advise us of the charges they will pay on your account. Please understand that any charges that they do not cover must be paid by you. If your sponsor does not cover your full account balance in a given semester, we will send you a statement, showing your full account information and a student version of the invoice that will highlight the amount you are required to pay and the amount your

sponsor will pay.

Since you can still drop courses after the invoice is completed, there is a chance that your balance may change. This may result in a credit on your account which will be carried over to the following term. Notes on the account will prevent us from refunding you, the student, directly. This will decrease the amount that will be invoiced in the following term, or if you are not attending, a refund will be arranged to return the funds to your sponsor.

As we begin this new process, I understand that there may be some growing pains along the way and I ask your patience as we move forward with this implementation. If you have any other questions, please contact us as the Cashiers Office at 519-253-3000 ext. 3307 or at [cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca)

I would like to thank you for your cooperation in this matter.

Sincerely,

Renee Turner  
Manager, Financial Services