

Sponsor Financial Agreement

Student Financial Services is able to facilitate the billing and payment process for eligible third parties to make payments towards a sponsored student's account. Please be aware that if we do not receive timely payment the charges will revert back to the student and it will be their responsibility to make payment.

Sponsor Name:	Sponsor Address:
Point of contact:	Duration of sponsorship:
Phone or fax#:	Sponsor phone/fax#:
Email address:	Email for invoice:

Third party billing is a courtesy we provide for those who require direct invoices from the University. Please be aware that our guidelines have changed. Any sponsor not able to adhere to our conditions will not be eligible for our billing services. After we review the agreements and sponsor letter we will certify eligible students by applying a third party credit for the covered expenses to ensure the student account does not incur late payment fees.

- Sponsor invoicing runs on a separate schedule than student billing. Sponsors should make payment from our University direct invoice, do not use the student's bill. Our invoice will include a due date approximately 30 days after the receipt of the invoice notice.
- Invoices are generated on a term basis; Fall, Winter, Spring, Spring-Summer, Summer
- Sponsors will receive an invoice after the drop/add date of each term.
- Invoices will be sent directly to the email address listed in this agreement. We do not mail invoices.
- We do not use third party web portal systems to send our invoices. (military exceptions only)
- Sponsorship agreements cannot be contingent upon end of term grades, company employment, etc.
- Sponsors should pay any enrollment adjustments on the student account for the term authorized.
- It is the policy of the University to protect the students' rights to confidentiality under the [Family Educational Rights and Privacy Act \(FERPA\)](#). Sponsors must obtain information regarding grades, transcripts, enrollment, course listings or other specific information directly from their sponsored student.

Please include your official **sponsor letter** with this form.

Sponsor Letter requirements:

1. Organization letterhead or logo
2. Student name and UMID
3. Start and end date of the sponsorship
4. Fees your organization will cover
5. Maximum or percentage of amount that will be paid, if applicable
6. Billing address, primary contact name, contact email address, phone and/or fax numbers
7. Must be signed by an authorized official

Please check all approved expenses to be included on the invoice:

- Tuition
Max. amount \$ _____ Percentage of amount _____%
- Mandatory Fees (all enrolled students are assessed these tuition fees)
 Registration CSG SLS S&CG Univ Union & Rec
- Course Fees
 Lab Fees Instrument Fees Study Abroad Fee Class Activity Fees
- Room & Board (U-M Resident Halls only)
- Orientation Fee
- Disenrollment Fee: If a student disenrolled after the drop/add date they will be charged half the price of tuition, will you be responsible for this amount? ___ Yes ___ No

International student charges: *If a sponsor has agreed to pay health insurance but the student is not registered for classes during that term they can provide their student statement to their sponsor for payment or work directly with their sponsor for reimbursement. Any health insurance inquiries should be directed to the International Center:*

- International health insurance
___ Student only ___ Student and one dependent ___ Student and two or more dependents
- International fee

Duration of sponsorship: Invoices beyond the indicated duration will require an updated sponsor letter.

- Until completion
- One Academic Year
Start Term _____ End Term _____
- One Term
 Fall Winter Spring Spring/Summer Summer
- Other: _____

Refunds: Adjustments to the student account after a sponsor payment could result in a positive balance. Would you like us to apply this amount as a credit to future invoices?

___ Yes, apply any credits to the next invoice ___ No, funds must be sent directly to the sponsor

Other information: _____

We kindly ask that the student and sponsor financial agreement be signed and emailed to our office as well as a valid sponsor letter. We will not send an invoice if a sponsor letter has expired. There is no need to resubmit the financial agreements if there have been no changes. Any questions or concerns can be directed to our office email address: um-sponsors@umich.edu

Date:	Signature
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