

## 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.*

<b>Sponsor Name:</b>	<b>Sponsor Address:</b>
<b>Point of contact: (Name, Job Title)</b>	<b>Duration of sponsorship:</b>
<b>Point of contact: (Phone number, email address)</b>	<b>Sponsor phone/fax#:</b>
<b>Number of sponsored students currently at U-M:</b>	<b>Email for invoice:</b>

*Third party billing is a **courtesy** we provide for those who require direct invoices from the University. 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 posting 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 and are sent via email after the first drop/add date. There are 5 terms; 3 full terms: *Fall/Winter/Spring-Summer* & 2 half terms: *Spring/Summer*
- 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 charges to be included on the invoice:**

- Tuition  
If applicable, max. amount \$ \_\_\_\_\_ or tuition percentage \_\_\_\_\_%
- Mandatory Tuition Fees (all enrolled students are assessed these fees)  
 Registration  CSG  SLS  S&CG  Univ Union & Rec  Rec&Wellness
- 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:** *Students who have health insurance that is comparable to the U-M International Student/Scholar Health Insurance Plan (IHI), can request permission to substitute their health insurance for the U-M plan by requesting an insurance waiver. Students that have graduated/completed their program are responsible for any IHI charges posted after their final term. Please email [ihi@umich.edu](mailto:ihi@umich.edu) for more information.*

- 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 student 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 credit amount to the next invoice \_\_\_ No, send refunds directly to the sponsor

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](mailto:um-sponsors@umich.edu)

<b>Date:</b>	<b>Signature:</b>
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