Date

To McGill University Student Accounts Office,

<Organization Name> will be sponsoring <Student Name> with McGill ID <Student McGill ID>. We will be cover the costs of <tuition and/or mandatory fees and/or health and dental insurance and/or housing charges and/or meal plan charges>. The sponsorship period will be from <Term> to <Term>.

<This sponsorship is considered a scholarship and we would like McGill University to issue a T4A to the student.>

Please send the invoice <by mail/by email> to the following:

<Contact Name>

<Contact Street Address, including City, Province/State, Country, Postal/Zip Code>

<Contact Phone Number>

<Contact Email Address>

We <would like/do not need> the student’s schedule to appear on the invoices. If we have more than one student on the sponsorship, we would prefer to have <one student per page/multiple students per page> on the invoice.

We acknowledge that invoices will be issued bi-monthly. We will pay the invoices promptly and understand that should we not pay within 90 days of the invoice that the charges will be reversed back to the student for payment.

Thank you.

Signature of Contact Person