

## McGill University – Third-Party Contracts – Specifications for Letter

Letters can be forwarded to [sponsorshipadmin.finserv@mcgill.ca](mailto:sponsorshipadmin.finserv@mcgill.ca).

The letter can be written in English or French, on letterhead, and must contain the following information:

- Confirm billing information
  - o Sponsor ID (for returning sponsors – this is the McGill ID as found on the upper right-hand corner of the invoices)
  - o Mailing address
  - o Email address
  - o Name of contact person
  - o Phone number
  - o Should the invoice be mailed, emailed, or both
- What is the student's name, McGill ID (or date of birth if McGill ID is not available)
- What the sponsorship covers, these are some examples:
  - o Tuition
  - o Fees
  - o Course/program specific fees
  - o Health and Dental insurance
  - o Books
  - o Housing
  - o Meal Plan
  - o Etc.
- What is the period of the sponsorship, specify date range (Sept-Dec is Fall term, Jan-Apr is Winter term, May-Aug is Summer term)
- Is there a maximum dollar amount, in Canadian dollars, for the sponsorship, and over what period (max per term, max per academic year)
- Is there a sponsorship reference number for each student to be included on the invoices
- Specifications for the invoice
  - o Include student class schedule?
  - o If more than one student, all on one page, or one student per page?
- Is the sponsorship a scholarship/award and do you want McGill to issue a T4A tax slip?