



## OBLIGATIONS – THIRD PARTY SPONSORS

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1. The sponsoring agency must obtain a McGill Third Party Billing Information form and complete the pertinent student information, terms or year under which the sponsor agrees to pay fees on behalf of a student, dollar amount and type of charges that may be billed. A description of tuition and fees can be found at <http://www.mcgill.ca/student-accounts/description/>. The Third Party Sponsorship form should be submitted or faxed to the Student Accounts Office.

**Student Accounts Office**

McGill University McLennan Library Building, Room MS-55  
3415 McTavish Street, Montréal, QC H3A 1Y1  
Telephone: (514) 398-3189  
Fax: (514) 398-2656

When a third party has agreed to pay fees on behalf of a student, payment will be recorded on the fee account thereby reducing the balance the student must pay.

2. In addition, the Student Accounts Office must also receive authorization from the sponsoring agency before third party contract can be established. A letter confirming the contract arrangement from the sponsor must be issued on official letterhead and signed by an officer of the organization. The authorization must include:

- Complete billing address ;
- Student's name(s);
- Name of contact person, phone and fax number, and email address

3. Third party sponsor are assigned a client id number, which should be included with all payments and correspondence with the University. Billing statements will be mailed directly to the sponsoring agency.

4. All billings will be in Canadian dollars (\$CDN). Payments must be made within 90 days of billing. Payment can be made in the form of a cheque or by wire transfer, please see <http://www.mcgill.ca/student-accounts/procedure/>. Payments received in \$US will be converted at the rate in effect on the day of receipt. If payment is not received, a notice of nonpayment will be sent to the student and a hold placed on his or her record that prevents transcript release and registration. After 120 days of nonpayment, the contract may be cancelled at the University's discretion and the student will be billed for any unpaid amounts. If at any time, the third party agency notifies the University that they will not pay any portion of a bill, the student will be charged and a hold placed immediately on student's record.

5. If course adjustments result in a sponsor having overpaid his account, then the sponsor may request a refund from the Student Accounts Office. Please see <http://www.mcgill.ca/student-accounts/refund/>.



## OBLIGATIONS – THIRD PARTY SPONSORED STUDENTS

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1. The student is responsible for ensuring that the authorization is received before the first student bill due date. Students should download and complete the Consent for Release of Student Accounts Information form to give permission to the University to release information regarding his or her student account to the sponsor. This release does not include academic results but can include information about course and/or programs of study.
2. Students must not delay payment of fees in anticipation of the third party sponsorship. Any late payment fees or interests which accrue prior to the authorization of a contract will not be cancelled. While sponsors do not typically cover such fines or penalties, if they are a result of late sponsorship, the sponsor may agree to absorb the charges, but the student is responsible for initiating this discussion with their sponsor.
3. Students who are sponsored by external agencies will be receiving bills showing a payment from the third party. Remaining charges must be paid by the student. To ensure that bills are received in a timely manner, the student is responsible for maintaining his or her current mailing address on MINERVA. If the third party does not pay the promised fees within 90 days of invoicing, the **student will be responsible for paying the fees including late payment fees and accrued interest.**
4. If a student has prepaid his account and the sponsor payment results in a credit balance, then the student may request a refund from the Student Accounts Office in the usual manner, please see <http://www.mcgill.ca/student-accounts/refund/>.
5. The student is responsible for providing additional information such as grades or transcripts to the sponsor if such information is required.
6. Any restrictions or contingencies on the authorization are unacceptable. For example, if the agency requires grade or transcript review before paying, the University will not authorize third party billing. In such cases, the student is responsible for paying their fees and should request reimbursement from the sponsoring agency.