Important Information for Sponsored Students

January 4, 2018

Dear Sponsored Student,

The University of Manitoba has received a letter of sponsorship from your Sponsor indicating you will be sponsored for the Winter 2018 term. The information provided below outlines the University’s sponsorship tuition guidelines for the Winter 2018 term.

1. Your Responsibility as a Sponsored Student

You must ensure your sponsorship application form for the Winter 2018 term is received at abiola.idowu@umanitoba.ca on or before 9th January 2018. Sponsorship application form can be downloaded at:
http://umanitoba.ca/admin/financial_services/revcap/spONSORship.html

Once sponsorship has been confirmed and fees have been finalized, an invoice will be prepared and forwarded to your sponsor on your behalf.

Please note: The Ultimate responsibility for payment of your fees lies with you and it is important for you to monitor the status of your student fee account. Financial Services will communicate with you and your sponsor if fees have not been paid within the allowable grace period to assist you with collection of payment from your sponsor. Communication will be sent regularly throughout the term, therefore, it is important that you monitor your @myumanitoba.ca Student email account.

2. UMSU Health and Dental Insurance

Most Students who are registered full-time are automatically enrolled in the UMSU Health & Dental Plan. Sponsoring agencies may choose not to cover the cost of the plan when paying for tuition and other student fees.

In the event that you have equivalent coverage through another insurance plan, you may be eligible to opt out of the UMSU plan or change coverage.

It is your responsibility to opt out of the plan within the published timelines. For more information about UMSU Health and Dental insurance check links below: http://umanitoba.ca/u1/howdoi_health_plan.html and http://studentcare.ca/rte/en/IHaveAPlan_UniversityofManitoba_ChangeofCoverage_OptOuts

3. Books and Supplies

Some sponsors may cover books and additional supplies. Please have your sponsor contact the U of M Bookstore directly to open an account. Please call 204-474-8321 or visit: http://umanitoba.ca/bookstore/textbooks/ for further information.
4. Charges other than tuition

Application for coverage of fees other than tuition (i.e. Admissions, Transcripts, Parking, and Extended Education) must be sent to the appropriate department in order to prevent disruptions to student services.

5. Important Dates for the Winter 2018 Term

Below are the important timelines that must be adhered to.

<table>
<thead>
<tr>
<th>Description</th>
<th>Winter Term (Jan-April 2018)</th>
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<tbody>
<tr>
<td>Final Date for receipt of Sponsorship Applications without penalties</td>
<td>9th January 2018</td>
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<tr>
<td>Final Date for receipt of Sponsorship Applications with penalties</td>
<td>10th February 2018</td>
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<tr>
<td>Invoices Issued to Sponsors</td>
<td>6th to 12th February 2018</td>
</tr>
<tr>
<td>Invoice due date</td>
<td>All fees are due upon receipt of invoice</td>
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</tbody>
</table>

If payment has not been made by the due date, you and your sponsor will be notified by email that payment has not been received. Following which your student account will be placed on hold and access to administrative services will be suspended and future term registration will not be permitted until the overdue balance has been paid in full.

6. Penalties

Sponsorship application received after the deadline of 9th January 2018, will result in an assessment of $50 late payment penalty to your Student account and further $40 late fee will be applied at the end of revision period if the Sponsorship application is not received.

Once the invoice is 30 days or more past due, the University reserves the right to deny any further credit to the sponsor, and overdue student account may be subject to regular collection processes.

I hope this information is helpful, and if you require further information, please do not hesitate to contact me at the number below.

Sincerely,

Abiola Idowu
Receivables Analyst- (Sponsored Students)
Abiola.idowu@umanitoba.ca
204-474-8718