Instructions:

1. Copy and paste this text into you Word (or other document editor)
2. Fill in the required values
3. Print the letter on you company letterhead

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[Date]

Attn: Humber College Student Accounts Office,

[Organization Name] will be sponsoring [Student Name], Humber N Number [Humber #]; date of birth [MM/DD/YYYY].

**Sponsorship Overview**

* Sponsored program/courses: \_\_\_ (leave blank if the sponsorship is not program- or course-specific)
* The sponsorship period will be [From Date] – [To Date].

The sponsorship will fund the following costs:

* Program/course tuition and compulsory ancillary fees
Non-compulsory ancillary fees
* Student health insurance (compulsory fee charged at the time of registration; student may opt-out provided they have proof of pre-existing coverage)
* Residence and meal plan
* Parking
* Other \_\_\_

[\_\_\_\_\_] is the maximum sponsorship dollar amount in Canadian dollars (CAD) (if applicable).

* The sponsorship is considered a scholarship, and Humber College will be required to issue a T4A to the student.

Billing Information:

[Contact Name], [Sponsor Humber Number located on invoice] (returning sponsors only)]

[Contact Street Address, including City, Province/State, Country, Postal/Zip Code]

[Contact Phone Number]

[Contact Email Address]

Please send the invoice by

* By Mail
* By Email
* Both

[Organization Name] acknowledges that Humber College will issue monthly invoices. Payments will be made promptly upon receipt of an invoice. We understand that if payment is not received prior to the end of the first month of school, the charges will be reversed back to the student, who will assume responsibility for outstanding fees owed to the College.

Thank you.

[Contact Name]

[Organization Name], [Division/Department (if applicable)]
[Organization Address]

[Organization Phone Number]
[Organization Email Address]