



FINANCE INFORMATION FOR SPONSORS

REPAYMENT TERMS

- The University of St Andrews repayment terms for payment of Sponsor Invoices is strictly 30 days from invoice due date as indicated on each invoice.
- Payment is required in full for each Academic Year.

ADDITIONAL PAYMENT

- Sponsors should only make payment to the University for fees which are owed. Any additional funding which Sponsors wish to award to the student (e.g. cost of living expenses, books etc) should be made direct to the Student and the University should not be involved. We will only invoice for Tuition Fees and / or Accommodation Fees which are due and where the Sponsor chooses to make additional payment to the University, this will be returned in full to source (less any bank charges we may incur) as we are only able to accept income which is due to the University of St Andrews.

DISPUTED INVOICE

- If you have received an invoice from the University of St Andrews and are not liable to make payment of the fees for the Student as indicated on the invoice, we would ask that you please notify our Accounts Receivable Team (sponsor-invoices@st-andrews.ac.uk) immediately. Similarly, if the address details we hold are incorrect and we should update any of our contact details please also contact Accounts Receivable Team (sponsor-invoices@st-andrews.ac.uk).

ADDITIONAL DOCUMENTATION

- On receipt of our invoice should you require additional information in order to make payment to the University, you must contact our Accounts Receivable Team within 7 days (sponsor-invoices@st-andrews.ac.uk). It is important that you make any request for further information as soon as possible as the due date of +30 days will remain. If you delay requesting additional documentation from the University of St Andrews until a reminder is issued, we may not authorise an extension and the fee liability may be transferred onto the account of the student.

TRANSFERRING UNPAID SPONSOR BALANCES TO STUDENT

- As per University of St Andrews Failure to Pay Policy where Sponsors do not make payment of student fees, the liability may be transferred onto the account of the Student and the standard debt chasing procedure will be followed.

UNPAID INVOICES - REMINDERS

- Credit Control will issue reminders to Sponsors for all overdue fees. Due to requests from our Students, in order to alert them immediately that their Sponsor has not paid their fees, the Student is copied in with all correspondence, and will continue to be copied in until fees are paid in full.

DECLINING SPONSORSHIP

- The University of St Andrews reserves the right to decline a sponsorship notification for a student from a third party funding body, including not meeting [Anti-Money Laundering](#) policy requirements. Delays in payment of fees may jeopardise future working relationships in any following Academic year between the University of St Andrews and individual Sponsors.

REFUNDS

- If there is an overpayment by the Sponsor or a fee amendment which reduce the original invoice, no refund will be made to the Sponsor if there is still an outstanding balance on the Sponsor account. We would not normally refund Sponsors during the Academic Year if it is expected that there will be further fees applied for Semester 2. When the Semester 2 invoice is generated, the credit will be reflected on the invoice and Sponsors should then pay the invoice less any amendments indicated.

Should you have any enquiries relating to payment of sponsor invoices or wish to discuss your Sponsor account please contact Linda Blacklaw, Credit Controller (creditcontroller@st-andrews.ac.uk). Any fee liability enquiries or disputes please contact Aneesa Rauf, Finance Assistant (sponsor-invoices@st-andrews.ac.uk).

Reviewed April 2022