

Encl: المرفقات: Date: February 21, 2011 التاريخ: Number: الرقم:

Languages Canada Members

RE: Invoicing/Payment Procedures for Saudi Scholarship Students

Dear ESL Institutions,

The Saudi Arabian Cultural Bureau understands that the payment of invoices is sometimes delayed. In an effort to speed up the process, they are recommending the following:

1. Provide the Bureau with your school's bank information for EFT (Electronic Funds Transfer). The simplest way to do this is to mail a void cheque to the Bureau. The Bureau will not accept faxed or scanned cheques. If cheques are unavailable, please mail your bank information to us with the following information in this order: Branch Number, Transit number, account number. This information MUST be on your school letterhead and signed by a person of authority.
2. Mail the Bureau the original invoice with the financial guarantee attached.
3. Mail the invoice *after* the withdrawal deadline. This will ensure that refunds don't have to be issued, and will simplify the whole process.
4. The invoice along with the financial guarantee are approved for payment by the advisor. Once they are approved by the advisor, they go to Accounts, where the payment is issued.

**** The Bureau used to request that transcripts/progress reports be attached to the invoice. We no longer require transcripts/reports at time of invoicing, but do continue to request that these documents be sent to the Bureau as soon as they become available.**

Proposed new Financial Guarantee Registration/Invoicing System:

The Bureau has recognized an obstacle that pertains to the issuing of financial guarantees to returning students. It appears that some students do not request financial guarantees with sufficient time left for the guarantees to be issued before the registration deadline or first day of the new term. The result is often there is no space left for the student or the school allows the student to attend class, but is unsure if the Bureau will cover the tuition cost that term. This precarious situation does not benefit any party: student, school or Bureau. Therefore, the Bureau is proposing issuing a new style of financial guarantee (please see attached) that will be valid for the entirety of the student's language period. In order to ensure that the students are attending the institution for which the FG has been provided, there will be a section at the bottom of the guarantee that must be filled out and signed for each term's registration. This will



ensure that the student is aware that they are registered in and should be attending the particular program. If a student would like to transfer, they must request to do so with the Bureau. Their current financial guarantee will be cancelled and a new one for the remainder of the 12 month period will be issued to the new school and the same process will be required (fill-out and sign). This new financial guarantee will still be attached to the invoice. Please feel free to provide feedback and inquire about this new process.

Disclaimer: The Saudi Arabian Cultural Bureau has the right to change or modify these procedures at any time. We will do our best to keep Languages Canada and its Members informed.

Dr. Yeiha Al-Khazraj
Director of Educational and Training Affairs

Deborah Skeard

February 23, 2011

SPONSORSHIP AUTHORITY CERTIFICATE

To: **ESL School Name / Student ID at school**
Re: *Name (D.O.B./ Saudi ID Number)*
Email: Email address
Program: ESL (more specific if possible)
Valid: Dates (From-To)

This is to certify that the above-named person is a **Saudi Arabian** Scholarship student, **officially sponsored in Canada** by the Saudi **Arabian** Cultural Bureau. The Bureau will be fully responsible for the Student's registration, tuition and health fees for the above mentioned period only, **provided that the student is registered in the program.** **This does not include books, materials or any optional service charges.**

Please **forward (by mail or courier) your original invoice** directly to the Saudi Cultural Bureau **together with a copy of this Sponsorship Authority Certificate, with the "Proof of Registration" section below duly completed and signed by this student.** Please send us the **Transcripts** at the completion of the term.

In the event that the student withdraws from a course or takes any action which will result in a refund of a portion of the fees paid, the refunded amount will be remitted to the Saudi Arabian Cultural Bureau; not to the student.

If further information is required, please do not hesitate to contact our office.

Yours sincerely,

Dr. Yeiha Al Khazraj
Director of Educational and Training Affairs

Advisor's Name

Proof of Registration

Please read the statement below to the above-named student at the time of registration. Send a completed and signed copy of this **Sponsorship Certificate** along with **your** invoice to the Saudi Arabian Cultural Bureau. The Bureau will recognize this as proof that the student is aware that he/she is registered in, and therefore should be attending, this program.

I hereby understand that by signing this form, **I am confirming my agreement** to attend the above-named institution to the end of term, unless otherwise agreed upon by the institution and the Bureau. I **also hereby irrevocably authorize** the above-named institution to forward **full and complete** information to the Saudi Bureau regarding **my academic performance and attendance in class, as well as any other pertinent information concerning my attendance at this institution.**

Date: _____ Student Name: _____
Level: _____ Saudi ID Number: _____
Terms Dates (Start): _____ Term Dates (End): _____
ESL Authorized Signature: _____ Student Signature: _____

*Please note, invoices will not be approved for payment unless a completed **copy of the Sponsorship Certificate** is attached.