20th January 2016

**International Office and Finance department**

To whom it may concern:

The majority of the Mexican students enrolled at the University is sponsored by the Mexican Government through its National Research Council (CONACyT; Consejo Nacional de Ciencia y Tecnologia). Unfortunately, sometimes situations can affect the timing on the payments, the most common are the official payment calendar which ended 24th Nov 2015, and the financial year in Mexico ending on December.

That means any outstanding invoices are required to be dated on 2016, since the financial year 2015 is closed. The Tuition Fees Payment Schedule for 2016 will start payments on early February if the invoice is received during January and late February if the invoice is received before the first fortnight of the month and subsequent months will follow the same rule.

We understand from our community that they started receiving notifications requiring the payment or this will be charged to their personal account, and sometimes reducing their student privileges.

Therefore, we would like to appeal to your patience on this matter and give a 30-day period to the students in this situation in order to allow their sponsor to process the pending invoices. Which as you can see are delayed only by financial year periods difference between both countries.

In order to facilitate the payments please confirm the following points:

* Invoices are dated on 2016
* Invoices follow the discount on the agreement (if any)
* Invoices issued to “Consejo Nacional de Ciencia y Tecnologia”
* Invoices have on the body content name of the Student and tuition fees period

Thank you for your patience.

Society of Mexican Students in the United Kingdom