

## Direct billing information for GRI Canadian university administrators

### Submitting an invoice

- 1) Invoices can be submitted via our invoice submission form:  
<https://form.simplesurvey.com/f/s/GRIinvoices26>  
Where possible, we ask that you please submit **one** invoice for the entire GRI cohort.
- 2) Please ensure the invoice contains the following:
  - a. Name of interns and/or GRI ID number.
  - b. Remittance information.
- 3) Once submitted, the invoice will be reviewed by our team and, once approved, forwarded to our accounting team for payment. Please allow **3-5 business days** for processing. You will receive an email confirmation from our team once this has been sent for payment processing.
- 4) Once submitted to our accounting team, please allow 2 to 3 weeks for payment.

**All invoices must be received by Mitacs on or before October 31<sup>st</sup>.** Invoices submitted past this date may not be accepted.

### Refunds

While we will do our best to avoid refund requests, it is not uncommon for interns to withdraw throughout the spring and summer. Mitacs will update the intern lists on a weekly basis and we will conduct a reconciliation in November 2026.

In the event an intern withdraws **prior** to arriving in Canada, and Mitacs has paid student fees directly to your institution, Mitacs will request a refund.

In the event an intern withdraws **after** arriving in Canada, Mitacs will not request a refund.

### Other considerations

If your institution does not sign up for direct billing, and a student leaves Canada without paying their student fees, **Mitacs will not be able to make payment on the students behalf.** It's the expectation that payment will be the responsibility of the intern.