univera Sponsor Placement Form

FAX YOUR COMPLETED FORMS TO 877-627-4747

CHANGE IS INTENDED FOR:

NAME: _____ ID NUMBER: _____

ORIGINAL SPONSOR – *Signature required.*

Sponsored by – Last Name

Sponsored by – First Name

Univera ID Number

Phone Number – –

Signature (Required) **Date**

ORIGINAL PLACEMENT– *Signature required.*

Placement – Last Name

Placement – First Name

Univera ID Number

Phone Number – –

Signature (Required) **Date**

NEW SPONSOR – *Signature required.*

New Sponsor – Last Name

New Sponsor – First Name

Univera ID Number

Phone Number – –

Signature (Required) **Date**

NEW PLACEMENT – *Signature required.*

New Placement – Last Name

New Placement – First Name

Univera ID Number

Phone Number – –

Signature (Required) **Date**

ADDITIONAL COMMENTS:

Request for this change is made by (signature required):

Signature (Required) **Date**

INSTRUCTIONS

1. Completely fill out the Sponsor Placement Form
2. **Complete a new Associate Agreement and sign.**
3. Fax your completed forms to 877-627-4747.

POLICIES
Regarding Sponsor Placement Form

1. New Associates or their Sponsor may request a change of Sponsor or Placement within the first 30 days of enrollment for the purpose of structuring an organization. The new Associate Agreement must be received within the calendar month for commission calculations to be effective with the requested change. **Sponsors may make Placement changes from one Associate to another in the Back Office for personally sponsored Associates during the first 30 days of enrollment.**

Maintaining the integrity of the line of sponsorship is mandatory for the success of the overall organization. Univera retains the right to approve or deny any requests to change Sponsor or Placement, and to correct any errors related thereto at any time and in whatever manner it deems necessary.

2. If Associates wish to change Sponsor instead of or in addition to changing Placement during the first 30 days Univera will accept written instructions (this form) along with a new signed Associate Agreement from the Sponsor to change Sponsor and/or Placement. If one transfer has already taken place a $20 Fee will be assessed for the second transfer and each transfer thereafter.

3. If an Associate wishes to transfer organizations, he or she must submit a letter of resignation to the Univera Customer Care Department and remain in active from Univera for 6 months from the receipt of the letter before being eligible to re-enroll under a different Sponsor/Placement. Univera retains the right to approve or deny any request to re-enroll after an Associate's resignation. If re-enrollment is approved, the former Associate will be issued a new Univera ID number and will be required to submit a new Associate Agreement and to purchase a Univera Associate Starter Kit. The Associate will not be entitled to keep any former rank, Downteam, or rights to commission checks from any prior organization. If a Customer on Convenience Plan wishes to transfer organizations, he or she must remain inactive for six months. The Customer is then eligible to enroll with any Sponsor of his or her choice. The procedure for Customer re-enrollment is the same as for Associates, stated above.

For more information regarding Sponsor Placement Policies please refer to the Univera Policy and Procedures Booklet.