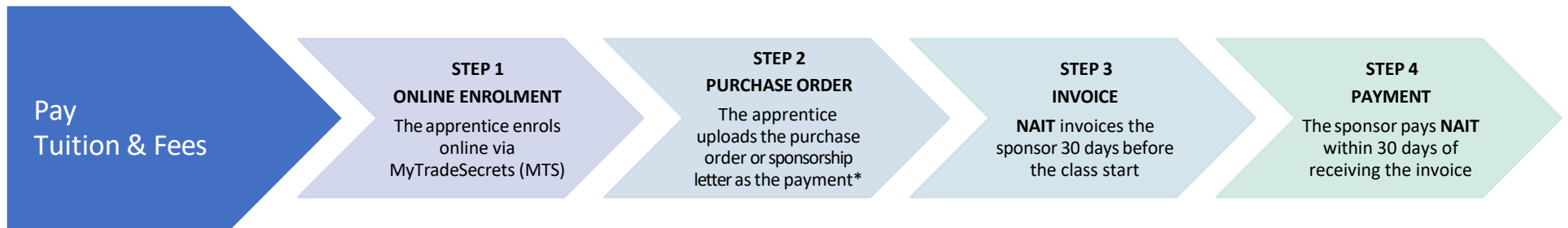




THIRD-PARTY SPONSORSHIP PROCESS FOR APPRENTICE

Summary of process:



*If the apprentice missed uploading the sponsor's purchase order or sponsorship letter in MTS upon enrolment, they can forward it to ar@nait.ca.





THIRD-PARTY SPONSORSHIP FORM – Apprentice

As you review this form, please contact us if you require any assistance:

Tuition and Fees

E: ar@nait.ca

Ph: 780.378.5252

Books and Supplies

E: bookstoreadmin@nait.ca

Ph: 780.491.3101

IMPORTANT INFORMATION

- Third party sponsors must adhere to NAIT policies with respect to payment deadlines, late payment penalties, installment charges, and withdrawals.
- NAIT will process tuition and/or student fees directly from the sponsor. It is important that both the student and sponsor understand what steps must be taken in order to ensure the fees are paid accordingly.
- Third party sponsors have 30 days to make payment from the invoice date.
- Sponsorships cannot be revoked after classes have started OR after payment has been made.
- If the registration is cancelled before the first day of class, you will receive a tuition refund, less an administration fee of \$100.
- There is no tuition refund for cancelling the registration on or after the first day of class.
- Any charges resulting in class changes on or after the first day of classes are the responsibility of the sponsor.
- NAIT is not responsible for monitoring or reporting the academic progress of sponsored students. Privacy legislation does not permit NAIT to disclose the student's personal information to the sponsor, without the student's written consent.
- A student who is receiving sponsorship that covers books and supplies needs to have a *shop AT NAIT* sponsorship account set up (see the sponsorship form below). The account will have a defined maximum amount, which can be used to purchase learning materials within pre-approved categories. It is the student's responsibility to clarify with their sponsor regarding which items are authorized for purchase using the sponsorship account.
- A student who is sponsored for books and supplies using *shop AT NAIT's* sponsorship form must purchase their supplies in person at a *shop AT NAIT* location and produce their student ID. **If you are sponsoring a distance learning student who will not be able to physically purchase their supplies in store, please email mailorders@nait.ca for directions on distance learning sponsorship and shipping.**

PROCESS:

For sponsoring TUITION and FEES costs:

1. The apprentice enrolls online via their [MyTradeSecrets](#) account.
2. The apprentice uploads the purchase order from their sponsor as the payment method.
3. NAIT will invoice the sponsor 30 days before class starts.
4. The sponsor must pay NAIT within 30 days of receiving the invoice.

For sponsoring BOOKS and SUPPLIES costs:

1. The sponsor completes the sponsorship form below.
2. The sponsor signs the form.
3. The sponsor emails the completed form AND a purchase order to bookstoreadmin@nait.ca with the subject line *Sponsorship*.
4. **shop AT NAIT** will invoice the sponsor after purchases have been made by the apprentice.
5. The sponsor must pay shop AT NAIT within 30 days of receiving the invoice.

For shop AT NAIT use only:

1. Sponsor Account: _____	Student Account: _____	Date: _____
2. Sponsor Account: _____	Student Account: _____	Date: _____
3. Sponsor Account: _____	Student Account: _____	Date: _____
4. Sponsor Account: _____	Student Account: _____	Date: _____

A. STUDENT INFORMATION:

NAIT Student ID #:	Date of Birth (MM/DD/YY):
Last Name:	Given Name:
Program:	
Permanent Address:	

B. SPONSOR INFORMATION FOR BOOKS AND SUPPLIES:

Organization Name:		
Sponsor Mailing Address:		
City:	Province:	Postal Code:
Contact Name:		Contact Job Title:
Contact Email Address (for billing purposes):		Contact Phone#:
Authorized Signature:	Print Name:	Date:

C. SHOP AT NAIT ACCOUNT INFORMATION

A student who is receiving a sponsorship that covers books and supplies needs to have a *shop AT NAIT* sponsorship account set up. The account will have a defined maximum amount, which can be used to purchase learning materials within pre-approved categories.

Note: it is the student’s responsibility to clarify with their sponsor regarding which items are authorized for purchase using the sponsorship account. Sponsorship cannot be defined to include or exclude certain items within a category. The sponsor will be responsible for collecting funds related to unauthorized purchases directly from the student. Please note that a sponsorship term cannot exceed 4 months.

The following form is to request (please check one):

A **NEW** *shop AT NAIT* sponsorship account

Modifications to an **existing** account

On the following page, please indicate the maximum spend allowance (INCLUDING GST) per term, a start and end date (to begin purchasing learning materials), and specify the approved spending categories for EACH term you wish to sponsor the student. If you wish to sponsor more than one term, please complete a box below for each term.

Section (C) – Continued

- **Important:** When entering the *Start Date* and *End Date*, please indicate the date of when the student can begin/end **purchasing learning materials**. This is not the start/end date of the program.
- Please ensure all the blanks in the box are **complete** so that the student can make their purchases in the bookstore on time.

Please enter the maximum amount (\$) for this term:	Please enter the maximum amount (\$) for this term:
Start Date: <i>(to make purchases)</i>	Start Date: <i>(to make purchases)</i>
End Date: <i>(to make purchases)</i>	End Date: <i>(to make purchases)</i>
Please specify the categories the student is permitted to make purchases:	Please specify the categories the student is permitted to make purchases:
<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware	<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware
Please enter the maximum amount (\$) for this term:	Please enter the maximum amount (\$) for this term:
Start Date: <i>(to make purchases)</i>	Start Date: <i>(to make purchases)</i>
End Date: <i>(to make purchases)</i>	End Date: <i>(to make purchases)</i>
<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware	<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware