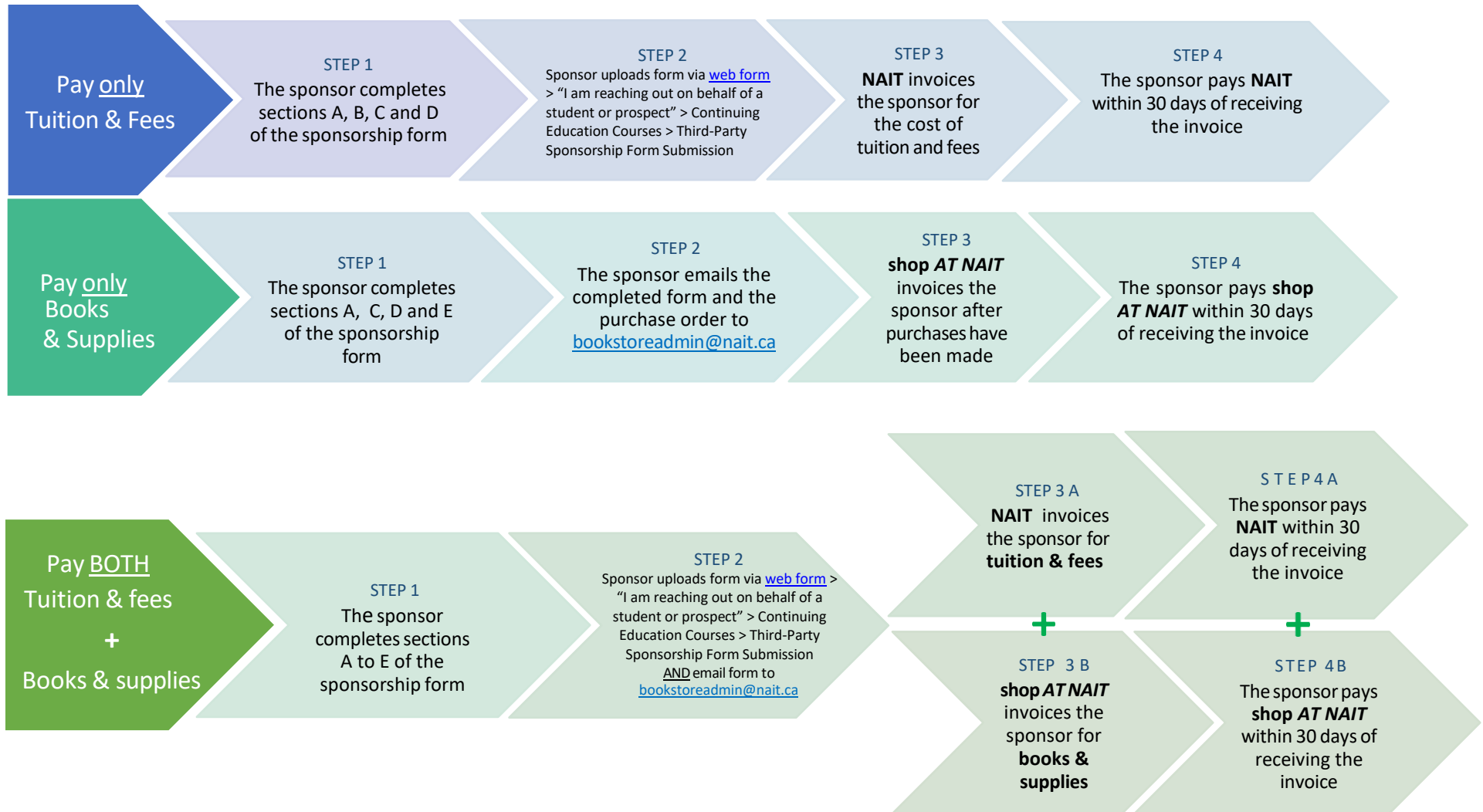




## THIRD-PARTY SPONSORSHIP PROCESS FOR CONTINUING EDUCATION STUDENTS





## THIRD PARTY SPONSORSHIP FORM – Continuing Education Students

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

### Tuition and Fees

E: [ar@nait.ca](mailto:ar@nait.ca)

Ph: 780.378.5252

### Books and Supplies

E: [bookstoreadmin@nait.ca](mailto: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.
- Sponsorship cannot be revoked within 10 days of the class start date OR after payment has been made.
- Any charges resulting in class changes within 10 days of the class start date 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 section D). 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](mailto:mailorders@nait.ca) for directions on distance learning sponsorship and shipping.**

## PROCESS

*Please follow the process based on the fees you intend to pay:*

### For TUITION and FEES ONLY (books and supplies are excluded):

- Complete sections A, B, C and D and upload form to the [web form](#) (select "I am reaching out on behalf of a student or prospect" > Continuing Education Courses > Third-Party Sponsorship Form Submission)

### For BOOKS and SUPPLIES ONLY (tuition and fees are excluded):

- Complete sections A, C, D, E and email form to [bookstoreadmin@nait.ca](mailto:bookstoreadmin@nait.ca), with the subject line **Sponsorship**.

### For TUITION and FEES + BOOKS and SUPPLIES:

- Complete sections A to E and upload form to the [web form](#) (select "I am reaching out on behalf of a student or prospect" > Continuing Education Courses > Third-Party Sponsorship Form Submission). Please also email the form to [bookstoreadmin@nait.ca](mailto:bookstoreadmin@nait.ca) with the subject line **Sponsorship**.



## THIRD PARTY SPONSORSHIP FORM – Continuing Education Students

PLEASE COMPLETE THE FORM IN FULL TO AVOID DELAYS IN PROCESSING

### A. STUDENT INFORMATION:

Have you previously attended or applied to NAIT? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAIT Student ID #:	Do you require disability related services? <input type="checkbox"/> Yes <input type="checkbox"/> No	Gender <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Other
Family Last Name:	First Name (legal):	Middle Name (legal):	
Former Family Name (if applicable):	Permanent Address:	City/Province:	Postal Code:
Home Telephone:	Business Telephone:	Cellphone:	
Date of Birth (MM/DD/YY):	Alberta Student Number:	Email Address:	
If you wish to declare that you are of aboriginal ancestry within the meaning of the Constitution Act of 1982, indicate: <input type="checkbox"/> Status Indian <input type="checkbox"/> Non-Status Indian <input type="checkbox"/> Metis <input type="checkbox"/> Inuit			
Military Status (if applicable): <input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Reserves			
Citizenship: <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit (visa) <input type="checkbox"/> Canadian		Country of origin:	Date of entry into Canada:

*By checking "I agree", you consent to allow the Northern Alberta Institute of Technology ("NAIT") to share your name, email address, enrolment date, enrolment status, marks, course completion date, and/or course evaluation with NAIT's third party learning management system (LMS) service provider and, if applicable, to the governing professional association in relation to this course/program for the purpose of registration, facilitating your access to a third party digital platform, access to materials or course content, and/or to confirm the issuance of a certificate.*

*The personal information outlined above is collected and disclosed pursuant to sections 33(c) and 40(1)(c)-(d) of the Alberta Freedom of Information and Protection of Privacy Act, for the aforementioned purposes. Any questions regarding the collection, use, or disclosure of this personal information may be directed to: Operations Coordinator in Corporate and Continuing Education, 11762-106 Street NW, Edmonton, AB, T5G 2R1, via telephone at 780-378-6990 or via email [continuingeducation@nait.ca](mailto:continuingeducation@nait.ca).*

☐ I agree to the terms and conditions outlined above.

**B. REGISTRATION INFORMATION:**

COURSE/PROGRAM NAME:	COURSE/PROGAM NUMBER:	CAMPUS	START DATE			TIME	TUITION FEE
			YEAR	MONTH	DAY		
						<b>SUBTOTAL:</b>	
						<b>GST:</b> <i>(if applicable)</i>	
						<b>TOTAL:</b>	

**C. SPONSOR INFORMATION:**

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:

**D. SPONSORSHIP DETAILS:**

Please specify what the sponsorship will cover (please select all that are applicable):

☐ Tuition, up to a maximum of \$\_\_\_\_\_

☐ Course Materials Fees

## E. SHOP AT NAIT ACCOUNT INFORMATION

A student who is receiving a sponsorship that covers books and supplies requires 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.**

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

- ☐ A **NEW** *shop AT NAIT* sponsorship account
- ☐ Modifications to an **existing** account

**On following page, please indicate:**

- The maximum spend allowance (INCLUDING GST), per term;
- A start date and end date (to begin purchasing learning materials);
- Check-off 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.

Please note that a sponsorship term cannot exceed 4 months.

## Section (E) – 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: Start Date: <i>(to make purchases)</i> End Date: <i>(to make purchases)</i> 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	Please enter the maximum amount for this term: Start Date: <i>(to make purchases)</i> End Date: <i>(to make purchases)</i> 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
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