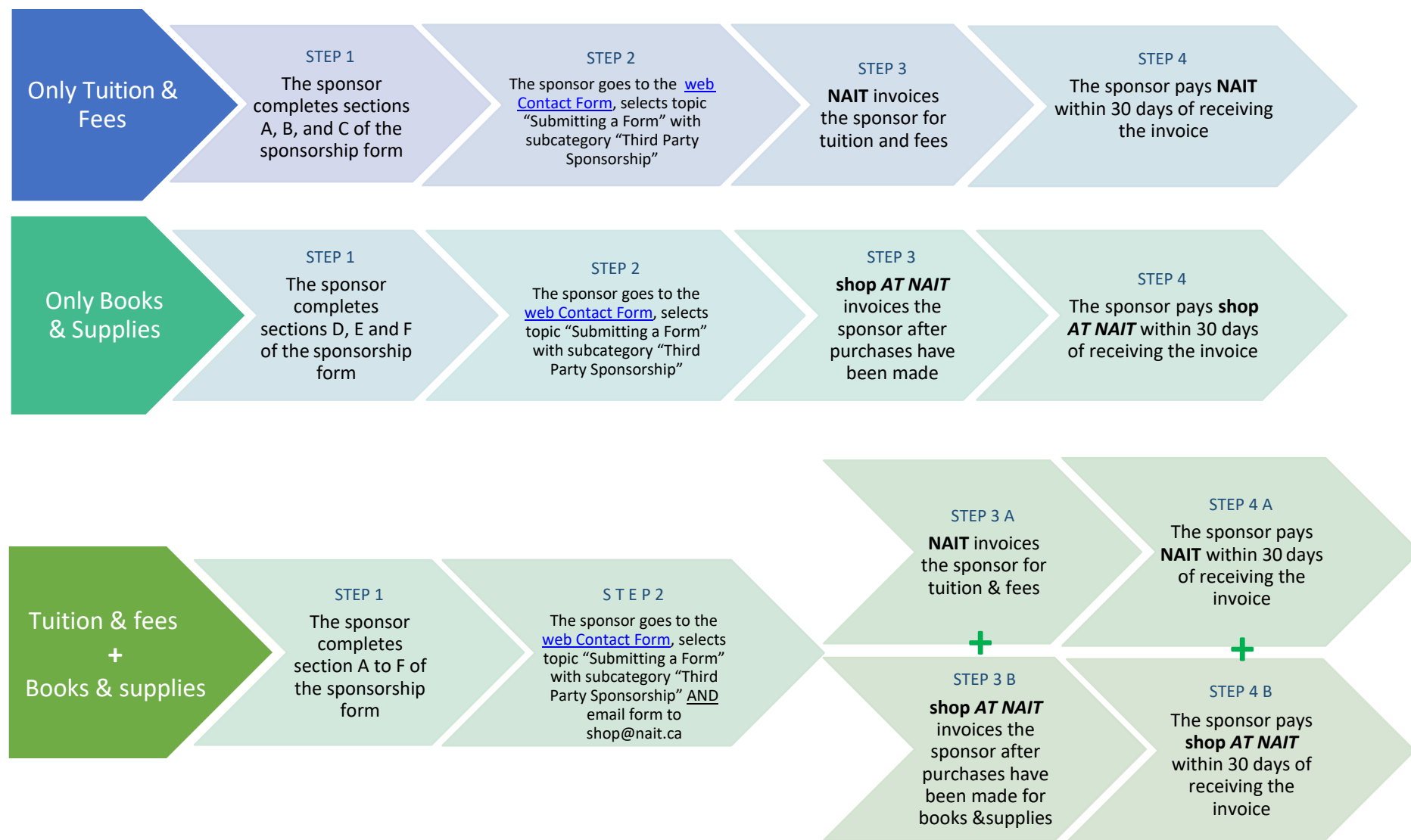


## THIRD PARTY SPONSORSHIP PROCESS FOR DEGREE, DIPLOMA, CERTIFICATE, AND OPEN STUDIES STUDENTS



## Third Party Sponsorship for Students in Open Studies or a Degree, Diploma, Certificate program.

### 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.
- 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 [shop@nait.ca](mailto:shop@nait.ca) for directions on distance learning sponsorship and shipping.**

### PROCESS:

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

1. The sponsor completes sections A, B and C of the form.
2. The sponsor signs the form.
3. The student or the sponsor uploads the completed form along with a purchase order or a sponsorship letter on the organization's letterhead to the web [Contact Form](#) (select topic *Submitting a Form* and subcategory *Third Party Sponsorship*).

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

1. The sponsor completes sections D and E of the form.
2. The sponsor completes section F of the form. One box must be completed for each semester the sponsorship covers. For example, if the sponsorship covers the cost of books and supplies for the Fall and Winter term, section F needs to have two boxes filled out.
3. The sponsor signs the form.
4. The sponsor emails the completed form along with a purchase order or a sponsorship letter on the organization's letterhead to [shop@nait.ca](mailto:shop@nait.ca). Please use the subject line *Sponsorship*.

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

1. The sponsor completes sections A to E of the form.
2. The sponsor completes section F of the form. One box is required for each semester you wish to sponsor. For example, if you're sponsoring the cost of books and supplies for the Fall and Winter term, section F needs to have two boxes filled out.
3. The sponsor signs the form.
4. The student or the sponsor uploads the completed form along with a purchase order or a sponsorship letter on the organization's letterhead to the web [Contact Form](#) (select topic *Submitting a Form* and subcategory *Third Party Sponsorship*). Please also email these details to [shop@nait.ca](mailto:shop@nait.ca) with the subject line *Sponsorship*.



## THIRD PARTY SPONSORSHIP FORM – Tuition and Fees Degree, Diploma, Certificate, and Open Studies 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 #:	Date of Birth (MM/DD/YY):
Last Name:	Given Name:	
Program:	Permanent Address:	

### B. SPONSOR INFORMATION FOR TUITION AND FEES:

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. SPONSORSHIP DETAILS:

<p>Please specify the terms that the student will be sponsored (please select all that are applicable):</p> <p><input type="checkbox"/> Summer 2022 (July 1 to August 31)</p> <p><input type="checkbox"/> Fall 2022 (September 1 to December 31)</p> <p><input type="checkbox"/> Winter 2023 (January 1 to April 30)</p> <p><input type="checkbox"/> Spring 2023 (May 1 to June 30)</p>
<p>Please specify what the sponsorship will cover (please select all that are applicable):</p> <p><input type="checkbox"/> Tuition and Course Fees, up to a maximum of \$ _____ per term</p> <p><input type="checkbox"/> UPASS Fee (a mandatory fee): \$180 for Fall 2022 and \$180 for Winter 2023</p> <p><input type="checkbox"/> OneCard Support Fee (a mandatory fee): \$6 per Fall and Winter term</p> <p><input type="checkbox"/> Recreational and Athletic Fee (a mandatory fee): \$114 per Fall and Winter term</p> <p><input type="checkbox"/> NAITSA Fee (a mandatory fee): up to \$135 per academic term</p> <p><input type="checkbox"/> Health and Dental Fee (opt-out option available*): \$129 per term (Fall and Winter term only)</p> <p><i>(*A student may opt out of the Health and Dental plan if they have existing coverage. A waiver form and proof of coverage must be submitted by the deadlines published on <a href="http://naitsa.ca">naitsa.ca</a>. Withholding payment of these fees without submitting an approved waiver form will place the student on financial hold.)</i></p>

For *shop AT NAIT* use

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

**D. STUDENT INFORMATION:**

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

**E. 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:

**F. 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 to collect funds related to unauthorized purchases directly from the student.**

This form is to request (please check one): ☐ A New Account ☐ Modifications to an Existing Account

Please indicate a start and end date, specify the maximum allowance (INCLUDING GST), and the approved spending categories for EACH term you wish to sponsor the student. If you wish to sponsor for more than one term, please complete a box below for each term. Please note that a sponsorship term cannot exceed 4 months.

## Section (F) – Continued

Please enter the maximum amount for this term: Start Date: End Date: 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: End Date: 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: End Date: <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: End Date: <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