

Third Party Sponsorship Process for Apprentice



Third Party Sponsorship for Apprenticeship

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 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 shop@nait.ca for directions on distance learning sponsorship and shipping.**

PROCESS:

Please note the different process that you need to follow to cover different costs with the sponsorship.

For TUITION and FEES:

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 BOOKS and SUPPLIES:

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 shop@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:	

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 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 select the **term of study**, specify the **maximum allowance** (INCLUDING GST), the **approved spending categories**, and a **start and end date** 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. For Apprentice and Continuing Education courses which do not follow a traditional term, please leave the term section blank.

SECTION (C) CONTINUED...

1	Please select the term	2	Please select the term
Please enter the maximum amount for this term:		Please enter the maximum amount for this term:	
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"/> Computer software		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"/> Computer software	
Start date (student begins making purchases):		Start date (student begins making purchases):	
End date (student stops making purchases)		End date (student stops making purchases)	
3	Please select the term	4	Please select the term
Please enter the maximum amount for this term:		Please enter the maximum amount for this term:	
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"/> Computer software		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"/> Computer software	
Start date (student begins making purchases):		Start date (student begins making purchases):	
End date (student stops making purchases)		End date (student stops making purchases)	