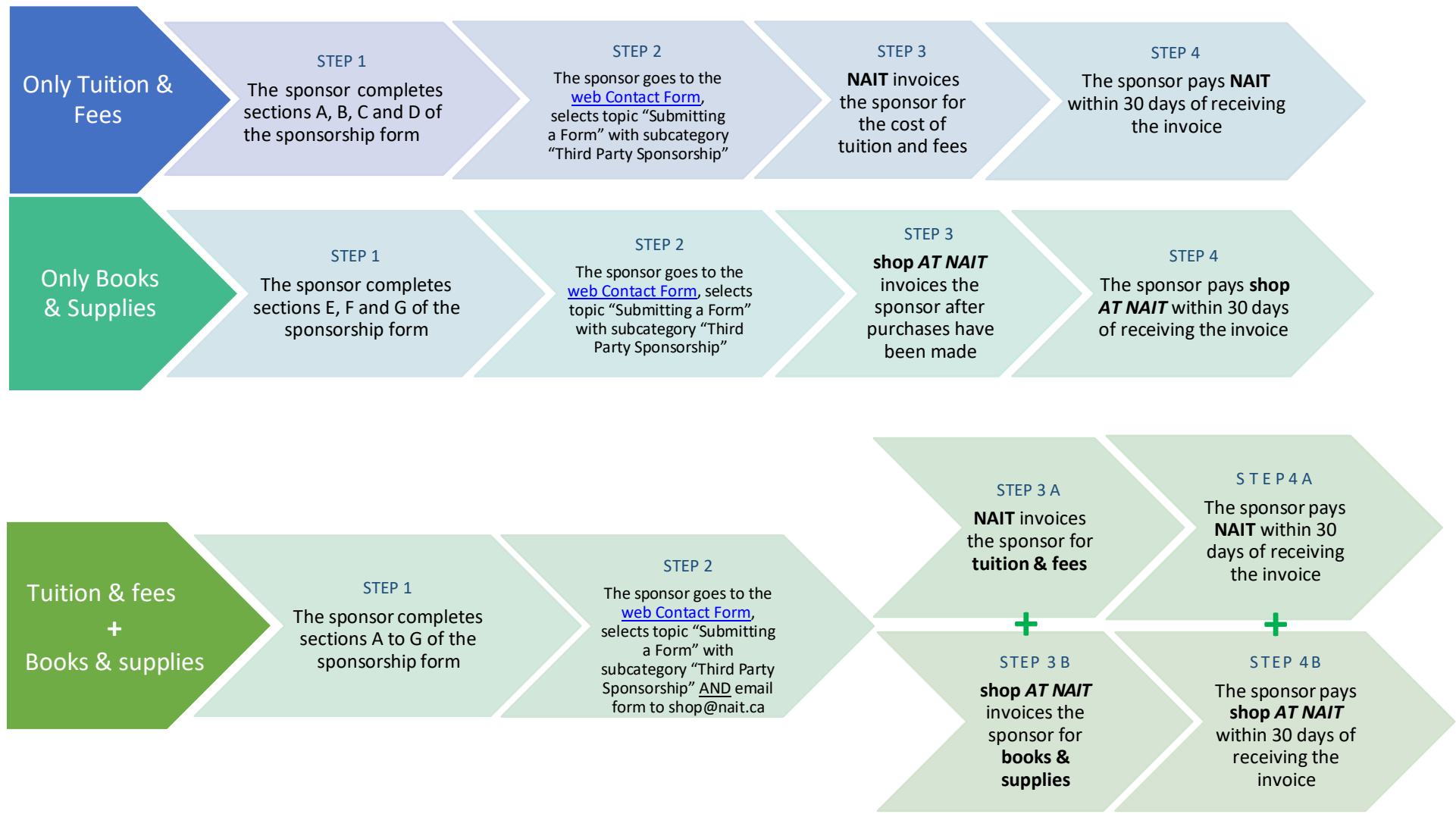


THIRD PARTY SPONSORSHIP PROCESS FOR CONTINUING EDUCATION STUDENTS



## Third Party Sponsorship for Continuing Education Students

### 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, C, and D of the form below.
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 E, F and G of the form below.
2. The sponsor signs the form.
3. The student or the sponsor emails the completed form along with a purchase order or sponsorship letter on the organization's letterhead or 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 G of the form below.
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). Please also email these details to [shop@nait.ca](mailto:shop@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:

### B. REGISTRATION INFORMATION:

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

**C. 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:

**D. SPONSORSHIP DETAILS:**

<p>Please specify what the sponsorship will cover (please select all that are applicable):</p> <p><input type="checkbox"/> Tuition, up to a maximum of \$</p> <p><input type="checkbox"/> Course Materials Fees</p>
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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: _____ |

**E. STUDENT INFORMATION:**

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

**F. 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