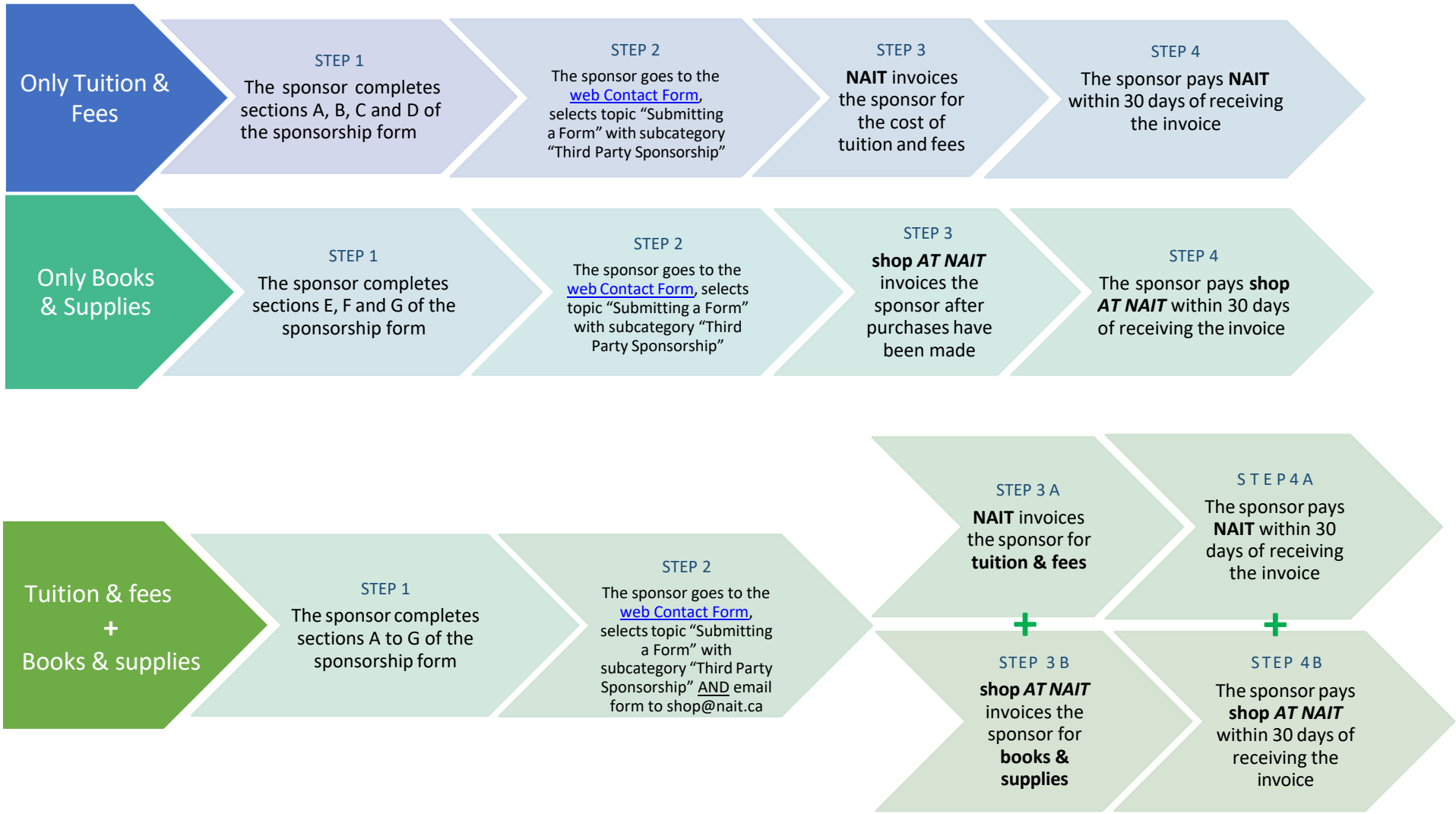
THIRD PARTY SPONSORSHIP PROCESS FOR CONTINUING EDUCATION STUDENTS



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 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. 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 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? ☐ Yes ☐ No	NAIT Student ID #:	Do you require disability related services? ☐ Yes ☐ No	Gender ☐ F ☐ M ☐ 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: ☐ Status Indian ☐ Non-Status Indian ☐ Metis ☐ Inuit			
Military Status (if applicable): ☐ Active ☐ Retired ☐ Reserves			
Citizenship: ☐ Permanent Resident ☐ Study Permit (visa) ☐ 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.

☐ I agree to the terms and conditions outlined above.

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:

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

☐ Tuition, up to a maximum of $

☐ Course Materials Fees

shop AT NAIT **THIRD-PARTY SPONSORSHIP FORM – Books and Supplies**

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

Please enter the maximum amount for this term:		Please enter the maximum amount for this term:
Start Date:		Start Date:
End Date:		End Date:
☐ Books (includes textbooks, ILMs, coursepacks) ☐ Paper (includes notebooks, pads, envelopes) ☐ Vinyl (includes binders, clipboards) ☐ Calculators ☐ General supplies (includes pencils, pens, markers, highlighters) ☐ Work clothing (includes shop coats, chef jackets/ pants, welding caps) ☐ Safety and tools ☐ Curriculum supplies ☐ Backpacks ☐ Tech accessories ☐ Computer Hardware		☐ Books (includes textbooks, ILMs, coursepacks) ☐ Paper (includes notebooks, pads, envelopes) ☐ Vinyl (includes binders, clipboards) ☐ Calculators ☐ General supplies (includes pencils, pens, markers, highlighters) ☐ Work clothing (includes shop coats, chef jackets/ pants, welding caps) ☐ Safety and tools ☐ Curriculum supplies ☐ Backpacks ☐ Tech accessories ☐ Computer Hardware