

# Employer/Sponsorship Authorization Form

## Student Information:

Last Name		First Name	
Mailing Address			
City		Prov.	Postal Code
Home Telephone		Bus. Telephone	Cell
Date of Birth	Student Number		Email
Country of Origin		Social Insurance Number	

Canadian Citizen    
  Landed Immigrant    
  Refugee Claimant    
 (collected for income tax purposes)  
 Student Visa    
  Aboriginal Ancestry    
  Other    
 Sex:  M  F

## Course Information:

Program Name: \_\_\_\_\_

Course Name	Course Code	Section ID	Start Date	Time	Fee	Location (N, E, D)

Legend: N - Notre Dame Campus, E - Exchange District Campus, D - Distance Delivery

## Sponsorship Information:

Please note: registration processing will be delayed if authorized signature is not provided.

Name of agency/ company		Contact Name	
Address			
City		Prov.	Postal Code
Telephone	Fax	E-mail	
Authorized Signature		Date	

Method of Payment:   
 Invoice   
 Cheque   
 Mastercard   
 VISA   
 AMEX

Credit Card #	Exp. Date
Cardholder Signature	

### Costs covered will include

Total tuition: all costs     Yes                      Maximum amount \$ \_\_\_\_\_

Books/Supplies (if not included):     Yes     No                      Maximum amount \$ \_\_\_\_\_

If yes is selected to include the cost of the textbooks, a maximum value must be indicated or students will be able to purchase books/supplies to a value of \$250. Fees for most Distance delivered courses include tuition and course material (textbooks, modules, etc.).

### School of Continuing Education

Attention: Sponsorship Clerk  
 C116 - 2055 Notre Dame Ave.  
 Winnipeg, MB R3H 0J9  
 Tel: 204.632.2192 Fax: 204.633.6489  
 Toll-free: 1.866.242.7073  
 Web Site: rrc.ca/coned  
 E-mail: cde@rrc.ca

### Refund Policy:

**In Class:** Partial refunds are available for courses (17 hours or more) up to the day before the start of the second class. For workshops (16 hours or less), partial refunds are available 8 days prior to the first class.

**Distance Delivery:** Partial refunds are available if request is made within 10 days from the start of course.

Request to drop your course must be submitted in writing. Go to **rrc.ca** for a form (online and printable version) or you can submit your request by email to **cde@rrc.ca**.

For office use only

Sponsor ID \_\_\_\_\_ Sponsorship ID \_\_\_\_\_

**Continuing Education**