

# SPONSORSHIP AUTHORIZATION FORM

This form is required if a student is receiving funding other than a student loan and is for base programs only - not for Continuing Educations courses.

Please ensure all information is completed for an incomplete form will delay the process. *Note that completion of this form does not guarantee acceptance to a program.* All Selkirk College Program admission requirements and course prerequisites must be met to be accepted into a program or course. Students are required to complete and sign the Selkirk College Authorization of Release of Student Information form to enable the sharing of student information with Sponsors. Form MUST be filled out using Adobe Acrobat. Do not use Apple Preview.

Completed forms to be sent to [accountsreceivable@selkirk.ca](mailto:accountsreceivable@selkirk.ca)

## STUDENT INFORMATION

Legal First Name:

Legal Last Name:

SELKIRK COLLEGE STUDENT ID

Campus:

Program:

Academic Terms:

☐

Fall (August - December)

☐

Winter (January - April)

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Spring (May - July)

Specific Dates: From:

To:

## SPONSOR INFORMATION *(to be filled by sponsor)*

Agency or Group Name:

Sponsor PO Number:

Selkirk College Invoice Number:

Mailing Address:

Billing Address:

Contact Person:

Phone:

Fax:

Email:

AUTHORIZED BY

AUTHORIZATION SIGNATURE

DATE SIGNED

SPONSORSHIP FINANCIAL DETAILS ON NEXT PAGE

# SPONSORSHIP AUTHORIZATION FORM

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## FINANCIAL DETAILS

SPONSORSHIP INCLUDES	APPROVED AMOUNT	PAID TO
1. Non-refundable Application Fee	<input type="checkbox"/> \$40 (Domestic) <input type="checkbox"/> \$100 (International)	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
2. Non-refundable Seat Deposit	Amount included in Number 3, below	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
3. Tuition & Student Fees	\$	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
4. Tool Deposit (Refundable fee)*	\$	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
5. Mandatory Extended Health & Dental Fee**	\$	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
6. Books***	\$	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
7. Supplies***	\$	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
8. Housing	\$	<input type="checkbox"/> Selkirk College <input type="checkbox"/> Student
9. Other Funding Restrictions:		

\*Tool Deposit fee is a refundable deposit. The full amount will be refunded if all tools and tool tags are returned at the end of the program. If any tools are missing or damaged, a replacement cost will be assessed and this amount will be deducted from the \$100 Tool Deposit

\*\*Students with proof of alternative coverage may be able to opt out of the mandatory Extended Health & Dental Plan prior to the published opt out deadline.

(For opt out dates and instructions please visit: <http://selkirkstudents.ca/health-and-dental/>) or call 250.365.1262.

Students who do not successfully opt out will be responsible for this fee.

\*\*\*Books and supplies will be invoiced separately by the Bookstore. Please contact the Bookstore at 250.365.1281 if you have any questions.

### IF FUNDING WILL BE PAID TO SELKIRK COLLEGE, PLEASE SIGN BELOW:

By signing below the sponsor agrees to the payment term of 30 days from issue date of invoice. So that actual costs and any savings can be passed on to sponsors, Selkirk College will initiate invoices after the 20th business day of course start. Please remit payment to Selkirk College on the basis of your invoice. Student fee payment deadlines will be deferred to accommodate this process. If this sponsorship includes Books & Supplies a separate invoice will be issued from the Selkirk College Book Store.

(If these terms conflict with your policy please call 250.365.1342 to see if other arrangements are possible.)

SPONSOR NAME

SPONSOR SIGNATURE

DATE SIGNED

### ADMISSION USE ONLY

☐ APPROVED

Comments:

Tuition & Student Fee date extended to: \_\_\_\_\_

REGISTRAR NAME

REGISTRAR SIGNATURE

DATE SIGNED