

Employer/Sponsorship Authorization Form

Student Information:

Last Name		First Name					
Mailing Address							
City			Prov		Postal Code		
Home Telephone		Bus. Telephone		Ext.	Cell		
Date of Birth		Student Number		Email			
Country of Origin			Social Insurance Number <small>(collected for income tax purposes)</small>				
Canadian Citizen	Yes	No	If no, Immigration Status	Permanent Resident	Protected Person	Study Permit	Work Permit
Ethnicity	Indigenous Non-Status		Indigenous Status		Metis	Inuit	
Gender Identity	Male		Female		Another Gender Identity		Decline to Answer

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		E-mail		
Telephone		Ext.	Fax		
Authorized Signature				Date	

Method of Payment: Invoice Cheque Mastercard VISA

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.).

Comments:

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