

PLEASE COMPLETE ALL APPLICABLE BOXES

Account (sponsoring agency) information:				
Account name:	Account #:			
Billing address:				
<i>Number</i>	<i>Street</i>	<i>City</i>	<i>Province</i>	<i>Postal code</i>
Contact information				
Sponsor contact name:	Phone #:	Email:		
Financial contact name:	Phone #:	Email:		
If your agency is tax exempt, please provide the Tax Exempt Number:				
Student information				
Last name:	First name:			
Student address:				
<i>Number</i>	<i>Street</i>	<i>City</i>	<i>Province</i>	<i>Postal code</i>
Student number:	Student phone #:			
Program:	Start date:	End date:		
In compliance with the Manitoba Freedom of Information and Protection of Privacy Act (FIPPA), RRC Polytech cannot release students' personal or academic information to a third party without the written consent of the student.				

Financial information and terms:	
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Intersession	
We hereby agree to be invoiced for, and pay RRC Polytech, all charges pertaining to those fees indicated below. Check if covering full amount or indicate amount covered	
Program/tuition fees	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
Books/supplies	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
Shipping cost for books (see Shipping Policy on next page)	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
Locker	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
Parking	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
Residence/Campus Living	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
Health and Dental	<input type="checkbox"/> Covering full amount    or <input type="checkbox"/> Partial coverage of: \$
*Mandatory fee, unless student opts out	
*For opt-out, visit: <a href="http://mystudentplan.ca/redriver/en/waiver-form">mystudentplan.ca/redriver/en/waiver-form</a>	

CONTINUED ON REVERSE

### RRC Polytech - Student Service Centre

#### Notre Dame Campus

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P: 204.632.2327 | F: 204.697.0584

#### Exchange District Campus

P104-160 Princess St., Winnipeg, MB R3B 1K9  
P: 204.632.2327 | F: 204.949.9105

#### Regional Campuses

For Regional Campus contact info,  
please visit [rrc.ca/campuses](http://rrc.ca/campuses)

Last modified May 2023

**What is the Shipping Policy? We currently offer two shipping options:**

- Bookstore Standard (NDC): Order will be shipped from our Notre Dame Campus to the address provided by the customer.
- Bookstore Standard (EDC): Order will be shipped from our Exchange District Campus to the address provided by the customer.
- \$10 shipping on orders of \$150 or less. \$12 shipping on orders between \$151.01 and \$250. Free shipping on any order over \$250.
- On average, your order will be received in 7-10 working days. During August or December, delivery time may be longer.

**Important**

Deposits must be paid in full or a completed sponsorship form received prior to the deposit deadline indicated on the student's offer letter.

RRC Polytech reserves the right to withhold sponsorship(s) from sponsor(s) with outstanding balances more than (60) days.

Students are responsible for all fees that are **NOT** covered by the sponsor.

Authorized signature:	Print authorization name:	Date:
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**Email completed form to RRC Polytech Controller's Office, Sponsor Administrator**

Email: arpayts@rrc.ca | Phone: 204.632.2371

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