

Please complete all applicable boxes. Continued on reverse.

ACCOUNT (SPONSORING AGENCY) INFORMATION:

Account name: _____ Account number: _____

Billing address: _____

City: _____ Province: _____ Postal code: _____

Contact information

Sponsor contact name: _____ Phone number: _____ Email: _____

Financial contact name: _____ Phone number: _____ Email: _____

If your agency is tax exempt, please provide the Tax Exempt Number: _____

Student information

Last name: _____ First name: _____

Student address: _____

City: _____ Province: _____ Postal code: _____

Student number: _____ Student phone number: _____

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:

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.

Tuition seat deposit	☐ Covering full amount	☐ Partial coverage of: \$ _____
Tuition program fees	☐ Covering full amount	☐ Partial coverage of: \$ _____
Books	☐ Covering full amount	☐ Partial coverage of: \$ _____
Supplies	☐ Covering full amount	☐ Partial coverage of: \$ _____
Shipping cost for books (see Shipping Policy on next page)	☐ Covering full amount	☐ Partial coverage of: \$ _____
Locker	☐ Covering full amount	☐ Partial coverage of: \$ _____
Parking	☐ Covering full amount	☐ Partial coverage of: \$ _____
Residence/Campus Living	☐ Covering full amount	☐ Partial coverage of: \$ _____
Health and dental (Mandatory fee, unless student opts out*)	☐ Covering full amount	☐ Partial coverage of: \$ _____

*For opt-out, visit: mystudentplan.ca/redriver/en/waiver-form

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
studentservices@rrc.ca

Exchange District Campus
P104-160 Princess St.
Winnipeg, MB R3B 1K9
P: 204.632.2327 | F: 204.949.9105
studentservices@rrc.ca

Regional Campuses
For Regional Campus contact info,
please visit rrc.ca/campuses

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 seven to 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.

Authorization name (print)

Authorized signature

Date

Email completed form to RRC Polytech Financial Services, Sponsor Administrator
Email: sponsors@rrc.ca • Phone: 204.949.8468

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