Letter of Authorization and Financial Guarantee for Invoicing



Office of the Registrar | uab.ca/ask

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Legal First Name			Legarivii	Legal Middle Name				Legal Last Name			Former Last Name (if applicable)	
		Female not to disclose o self-declare:		Phone Cell Wo		Home	Email Address					
Mailing Address			C	ity/To	own Pro		vince/State	Postal/ Zip Code			Country	
lease list	all authorize	ed course	s. Registra	ition	is subject to ava	ailabilit	ty and suc	ccessful co	empletion of any	/ necessa	nry prerequis	ites.
Class Number optional)	Subject Code	Course Number	Section	C	Course Title		Course Fe	e GST	Course Total	Contract	Billing Request*	Invoice
	EX											
	EX											
	EX											
	EX											
	EX											
	EX											
	EX											
									Org ID*			
NPAID IN	NVOICE BAL	.ANCES: /	Any invoice	e tota	als unpaid after 1	120 da	ys will be	transferred		s accoun	t for collectio	on.
Student's Sig	gnature										Date (MM/D	D/YYYY)

with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and/disclosed for the purpose of processing student requests by the University of Alberta. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca.

Protection of Privacy - Personal information provided is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected in accordance

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PART B: Please review these important policies:

Upon completion of this document, the sponsoring company or organization hereby authorizes Online Learning and Continuing Education to invoice for tuition for the above listed courses and administration fees as described below.

Payment is due within 30 days of receipt of invoice. Accepted payment options include company cheque, credit card, EFT, or wire payment and must be in Canadian funds.

Company Name				
Billing Address	City/Town	Province/State	Postal/ Zip Code	Country

By selecting Y (Yes) for any or all of the following options, Online Learning and Continuing Education is hereby authorized to invoice the sponsoring company or organization for fees as described below.

Non-refundable admission application fee (if applicable)

Yes	This fee (\$100) is only applicable if the student is applying for admission to one of our certificate or citation programs. A program
No	application is not required if taking general interest courses that are not for credit towards a certification or citation program.

Transfer fees (if applicable)

Yes	If the student requests a transfer to a different course or a different section of the same course, there is a transfer fee of \$75.00. When transferring to a different course or changing terms for the same course, the original invoice will be cancelled and a new
No	invoice issued. A separate invoice will be created for the \$75.00 transfer fee.
Yes No	If the invoice for the original course selection has already been paid, the payment will be applied to the new invoice automatically.
Yes No	If the fee for the new course selection is more expensive than the original course, the sponsor also agrees to cover the additional course fee difference. Please note, if the fee for the new course selection is less expensive than the original course, a refund of the course fee difference will be issued directly to the sponsoring organization.

Please review these important policies:

Withdrawals/refunds. Should the sponsored student withdraw from a course five (or more) days prior to the official start date of the course, a refund of the course fee, less a \$75 withdrawal fee, will be issued directly to the sponsoring organization. If the withdrawal occurs after the deadline (five days before the official start date of the course), no refund will be issued. Please note withdrawal requests cannot be made on behalf of the student. For more information, refer to the policy on access to student records listed below, or contact uab.ca/ask.

Maximum sponsorship amounts. If there is a specific funding limit, it is the responsibility of the sponsored student and the sponsoring organization to keep track of enrollments and total tuition amounts paid.

Is your organization a GST exempt entity? If yes, please provide your GST registration number on corporate letterhead. Please note that many of our courses are GST-free. Course fees are available at ualberta.ca/en/continuing-education.

Access to student records. Authorizing the University of Alberta to invoice for tuition and administrativefees does not permit Third Party Sponsors to access, alter or change a student record. Information within the student record is collected under the authority of the Post-Secondary Learning Act of the Province of Alberta and in accordance with Section 33 of the Alberta Freedom of Information and Protection of Privacy Act (FOIPP Act). Access to the student record is restricted to the student unless an Informed Consent to Disclose has been completed by the student. Please visit ualberta.ca/registrar/forms to access the Informed Consent to Disclose form.

Name	Signature of individual with financial authority (cannot be the sponsored student)

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^{*}Please note, billing addresses will be subject to verification prior to invoice processing. You may be asked to provide a business card or corporate letterhead for verification purposes.