



Complete each section as appropriate. Required fields are highlighted. Print and sign approval of the conditions stated herein. Please note that sponsorship cannot be revoked after the first day of classes. For detailed information about sponsoring a student, see over and the NLC web site: www.nlc.bc.ca

SPONSOR INFORMATION

Sponsoring Company/Organization name Billing Address City Province Postal Code

Contact name Phone Fax Email

Purchase order number (if applicable)

Payables information

(if different than above) Contact name Phone Fax Email

STUDENT INFORMATION

Name (If more than 1 student, please enter names in Additional comments) Birthdate and/or NLC Student ID#

Course or program to be funded Course date(s) or semester

Sponsored fees (select all that apply, provide a maximum if applicable. If sponsoring for CE/WFT, please enter the amount sponsored in the TOTAL box.)

Tuition	Max
Student Fees	Max
Instruction Related Fees	Max
Textbooks	Max
Residence fees	Max
Other costs (identify)	Max
TOTAL	Max

Student must pay to the College Additional comments

AUTHORIZATION

With this consent, permission is given to Northern Lights College to collect payment for the above-noted indebtedness. I understand that this sponsorship agreement may not be revoked after the first day of classes for the study period described above.

Signature of sponsor representative Printed name Date of signature

Sponsoring a student at NLC

Sponsoring a student is a formal agreement between your organization and Northern Lights College that in simplest terms, is a promissory note to cover the costs associated with education. Sponsoring a student is different than customized training as customized training does not specifically identify the student in the contract. For details on payments, refunds, and penalties for customized training, please see your contract.

As a sponsor, there are some important details that you should know.

You may also want to consider best practices: www.nlc.bc.ca/Services/AR/sponsorship

As a sponsor, you can and should identify what you are willing to pay for. Charges a student may encounter include:

- **Tuition** The actual cost of the course(s) and is eligible for tax consideration.
- **Student fees** The fees associated with being a student including the NLC Student Association fees.
- **Instruction Related fees** Some programs or courses may have these fees to cover the cost of resources, supplies, and materials.
- **Textbooks**
- **Tools, uniforms, certification exam fees** Additional costs that a student might encounter to start or finish their program.
- **Accommodation:** A student may need to move or live in an NLC residence.

Details on the costs of NLC programs are available at www.nlc.bc.ca/Admissions/Tuition. Sponsors may also want to limit the total amount they are willing to pay.

Refunds for Tuition, Student Fees, and Instruction Related Fees will be returned to the Sponsor, providing a formal agreement with NLC exists. If you have simply paid on behalf of the student (without an sponsorship authorization agreement with NLC), refunds will go to the student.

Payment terms are defined on the invoice to sponsors, but normally follow the same payment terms as students; payment in full by the first day of classes.

Many of NLC's courses and programs require pre-payment of a deposit before a student can enrol. The deposit is non-refundable – even if the student doesn't come. The deposit is also non-transferrable; if a student does not come, it cannot be transferred to another student. If a deposit is required, it must be paid at the time of enrolment and cannot be deferred to invoice. (Note that students who cannot provide a deposit but have confirmed funding can request a Deposit Waiver).

Sponsors may revoke their agreement to sponsor a student prior to the first day of classes by emailing details including the sponsoring organization name, the student name, and the NLC student ID number or birthdate to financialservices@nlc.bc.ca. After the first day of classes, all fees are due and payable as outlined in the sponsorship agreement, regardless of whether the student attends or sponsorship is withdrawn. Note that if a student drops the course(s) before the refund deadline, there may be a refund to the sponsor. Revoking sponsorship does not withdraw a student from the course(s); only the student may do that.

Sponsors often expect evidence that a student attended and/or completed a program or course. The student may request a Confirmation of Enrolment and/or a Transcript be sent to the student or directly to the sponsor.

Sponsors also often want to check-in on how their students are doing. Note that a sponsorship agreement would not entitle the sponsor to ask the College directly for information about enrolment, attendance, grades, or financial information.

If a sponsor requires direct access to NLC to discuss a student's enrolment, attendance, grades, or financial information, the student must complete a Release of Information.

T2202A Tuition, Education, and Textbook Amounts Certificate are issued to students (not sponsors). Sponsors seeking education tax credits should contact their student.