

Letter of Authorization and Financial Guarantee for Invoicing

Office of the Registrar | uab.ca/ask

PART A: To be completed by the student.

										Student ID
Legal First Name		Legal Middle Name			Legal Last Name			Former Last Name (if applicable)		
Date of Birth (MM/DD/YYYY)	Male	Female	Phone	Cell	Work	Home	Email Address			
	Prefer not to disclose		Prefer to self-declare:							
Mailing Address			City/Town		Province/State		Postal/ Zip Code		Country	

Please list all authorized courses. Registration is subject to availability and successful completion of any necessary prerequisites.

Class Number (optional)	Subject Code	Course Number	Section	Course Title	Course Fee	GST	Course Total	Contract	Billing Request*	Invoice
	EX									
	EX									
	EX									
	EX									
	EX									
	EX									
	EX									

Org ID*

UNPAID INVOICE BALANCES: Any invoice totals unpaid after 120 days will be transferred to the student's account for collection.

Student's Signature	Date (MM/DD/YYYY)
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Submit completed forms online to the Student Service Centre at uab.ca/ask.

Protection of Privacy – Personal information provided is collected in accordance with Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of processing student requests by the University of Alberta. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at enrolmentservices@ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.

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

*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.

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 application is not required if taking general interest courses that are not for credit towards a certification or citation program.
No	

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 invoice issued. A separate invoice will be created for the \$75.00 transfer fee.
No	
Yes	If the invoice for the original course selection has already been paid, the payment will be applied to the new invoice automatically.
No	
Yes	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.
No	

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 for tuition and administrative fees 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 (FOIPPA 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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