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Edmonton, AB, Canada
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Tel: 780.492.3116
extnregistration@ualberta.ca
www.extension.ualberta.ca

Letter of Authorization and Financial Guarantee for Invoicing

PART A: To be completed by the student.			STUDENT ID NUMBER		
LEGAL FIRST NAME		LEGAL MIDDLE NAME	LEGAL LAST NAME		FORMER LAST NAME (if applicable)
DATE OF BIRTH (mm-dd-yyyy) 		<input type="checkbox"/> Male <input type="checkbox"/> Female	TELEPHONE <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	EMAIL ADDRESS*	
CORRESPONDENCE ADDRESS (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	Subject Code	Catalog Number	Section	Course Name	Course Fee	GST	Course Total	Contract*	Billing Request*	Invoice*
	EX									
	EX									
	EX									
	EX									
	EX									
	EX									
								Org ID*		

*Sections for office use only

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

Student Signature _____ **Date** _____

Fax completed forms to 780.492.0627 or Email to extnregistration@ualberta.ca.

PART B: To be completed by the third-party sponsor.

Upon completion of this document, the sponsoring company or organization hereby authorizes the Faculty of Extension 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/Department Name: _____

Billing Address*: _____

*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, the Faculty of Extension is hereby authorized to invoice the sponsoring company or organization for fees as described below.

	Non-refundable admission application fee (if applicable)
Y <input type="checkbox"/> N <input type="checkbox"/>	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.
	Transfer fees (if applicable)
Y <input type="checkbox"/> N <input type="checkbox"/>	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.
Y <input type="checkbox"/> N <input type="checkbox"/>	If the invoice for the original course selection has already been paid, the payment will be applied to the new invoice automatically.
Y <input type="checkbox"/> N <input type="checkbox"/>	If the fee for the new course selection is <i>more expensive</i> 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 <i>less expensive</i> 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 our policy on **access to student records** listed below or phone our office at 780.492.3116.
- **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 on our website: www.extension.ualberta.ca
- **Access to student records.** Authorizing the University of Alberta to invoice 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 contact the Extension Student Services Office to access the Informed Consent to Disclose form.

Printed name

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