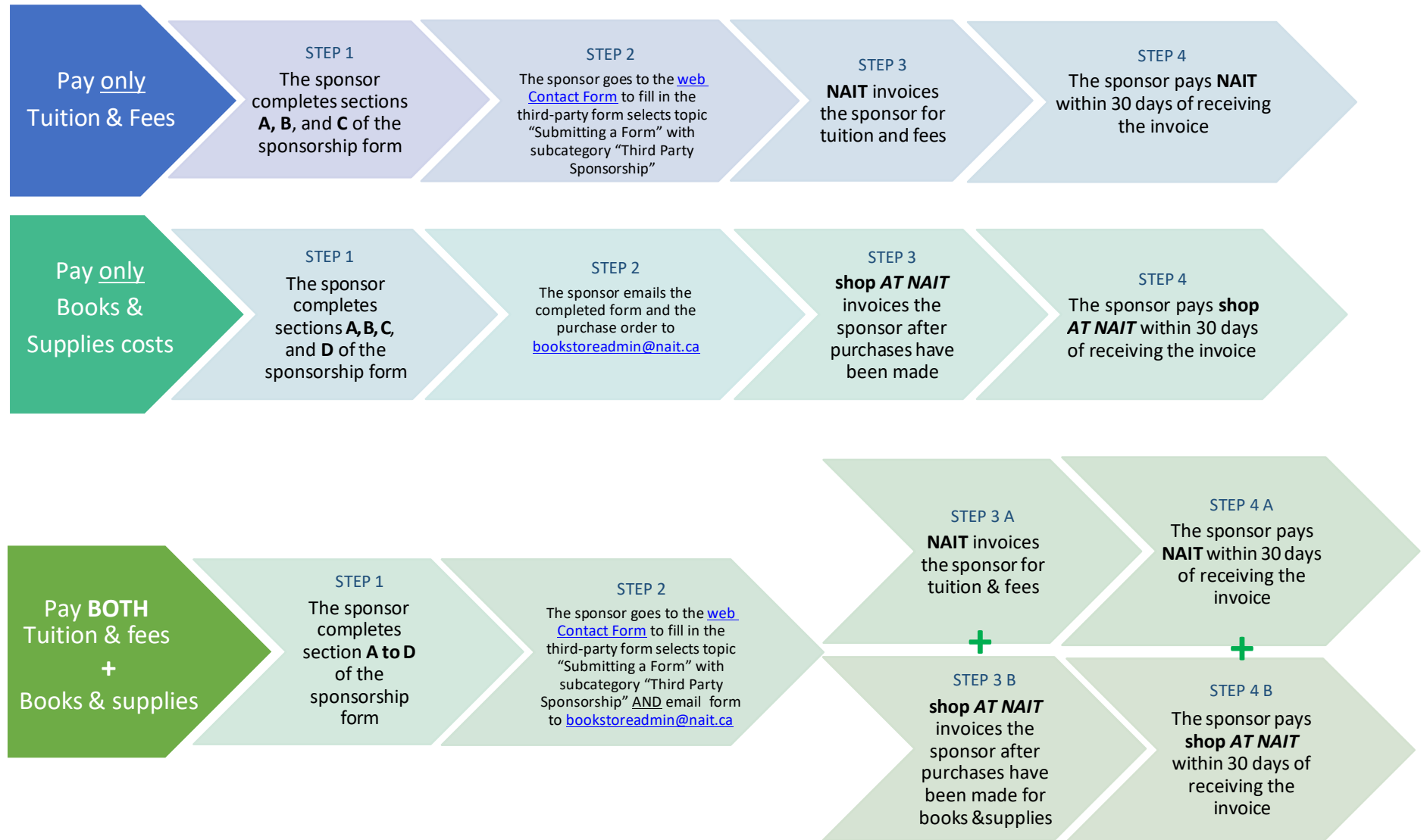




## THIRD PARTY SPONSORSHIP PROCESS FOR DEGREE, DIPLOMA, CERTIFICATE, AND OPEN STUDIES STUDENTS

### Summary of process:





## THIRD PARTY SPONSORSHIP FORM – Tuition and Fees Degree, Diploma, Certificate, and Open Studies Students

*As you review this form, please contact us if you require any assistance:*

### Tuition and Fees

E: [ar@nait.ca](mailto:ar@nait.ca)

Ph: 780.378.5252

### Books and Supplies

E: [bookstoreadmin@nait.ca](mailto:bookstoreadmin@nait.ca)

Ph: 780.491.3101

## IMPORTANT INFORMATION

- Third party sponsors must adhere to NAIT policies with respect to payment deadlines, late payment penalties, installment charges, and withdrawals.
- NAIT will process tuition and/or student fees directly from the sponsor. It is important that both the student and sponsor understand what steps must be taken in order to ensure the fees are paid accordingly.
- Third party sponsors have 30 days to make payment from the invoice date.
- Sponsorships cannot be revoked after classes have started OR after payment has been made.
- Any charges resulting in class changes after the 12% deadline are the responsibility of the sponsor.
- NAIT is not responsible for monitoring or reporting the academic progress of sponsored students. Privacy legislation does not permit NAIT to disclose the student's personal information to the sponsor, without the student's written consent.
- A student who is receiving sponsorship that covers books and supplies needs to have a *shop AT NAIT* sponsorship account set up (see section D). The account will have a defined maximum amount, which can be used to purchase learning materials within pre-approved categories. It is the student's responsibility to clarify with their sponsor regarding which items are authorized for purchase using the sponsorship account.
- A student who is sponsored for books and supplies using *shop AT NAIT's* sponsorship form must purchase their supplies in person at a *shop AT NAIT* location and produce their student ID. **If you are sponsoring a distance learning student who will not be able to physically purchase their supplies in store, please email [mailorders@nait.ca](mailto:mailorders@nait.ca) for directions on distance learning sponsorship and shipping.**

## PROCESS

*Please follow the process based on the fees you intend to pay:*

### For TUITION and FEES ONLY (books and supplies are excluded):

- Complete sections A, B, and C and upload form to the [web Contact Form](#) (select topic: *Submitting a Form, and Subcategory: Third Party Sponsorship*)

### For BOOKS and SUPPLIES ONLY (tuition and fees are Excluded):

- Complete sections A, B, C, and D and email form to [bookstoreadmin@nait.ca](mailto:bookstoreadmin@nait.ca), with the subject line **Sponsorship**.

### For TUITION and FEES + BOOKS and SUPPLIES:

- Complete sections A to D and upload form to the [web Contact Form](#) (select topic: *Submitting a Form, and Subcategory: Third Party Sponsorship*). Please also email the form to [bookstoreadmin@nait.ca](mailto:bookstoreadmin@nait.ca) with the subject line **Sponsorship**.



# THIRD PARTY SPONSORSHIP FORM – Tuition and Fees Degree, Diploma, Certificate, and Open Studies Students

**PLEASE COMPLETE THE FORM IN FULL TO AVOID DELAYS IN PROCESSING**

**A. STUDENT INFORMATION:**

Have you previously attended or applied to NAIT? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAIT Student ID #:	Date of Birth (MM/DD/YY):
Last Name:	Given Name:	
Program:	Permanent Address:	

**B. SPONSOR INFORMATION:**

Organization Name:		
Sponsor Mailing Address:		
City:	Province:	Postal Code:
Contact Name:		Contact Job Title:
Contact Email Address (for billing purposes):		Contact Phone#:
Authorized Signature:	Print Name:	Date:

**C. SPONSORSHIP DETAILS:**

Please specify the terms that the student will be sponsored (please select all that are applicable):

- Summer 2024 (July 1 to August 31)
- Fall 2024 (September 1 to December 31)
- Winter 2025 (January 1 to April 30)
- Spring 2025 (May 1 to June 30)

Please specify what the sponsorship will cover (please select all that are applicable):

- Tuition and Course fees, up to a maximum of \$\_\_\_\_\_ per term
- UPASS fee (a mandatory fee): **\$180** for Fall 2024 and **\$180** for Winter 2025
- OneCard support fee (a mandatory fee): **\$6.46** per Fall and Winter term
- Student technology fee (a mandatory fee): **\$47** per Fall and Winter term
- Recreational and Athletic fee (a mandatory fee): **\$132.88** per Fall and Winter term
- NAITSA fee (a mandatory fee): up to **\$148** per academic term
- Health and Dental fee (opt-out option available\*): **\$138** per term (Fall and Winter term only)

*(\*A student may opt out of the Health and Dental plan if they have existing coverage. A waiver form and proof of coverage must be submitted by the deadlines published on [naitsa.ca](http://naitsa.ca). Withholding payment of these fees without submitting an approved waiver form will place the student on financial hold.)*

#### D. SHOP AT NAIT ACCOUNT INFORMATION

A student who is receiving a sponsorship that covers books and supplies requires a *shop AT NAIT* sponsorship account set up. The account will have a defined maximum amount, which can be used to purchase learning materials within pre-approved categories.

**Note: it is the student's responsibility to clarify with their sponsor regarding which items are authorized for purchase using the sponsorship account. Sponsorship cannot be defined to include or exclude certain items within a category. The sponsor will be responsible for collecting funds related to unauthorized purchases directly from the student.**

The following form is to request (please check one):

- A **NEW** *shop AT NAIT* sponsorship account
- Modifications to an **existing** account

**On following page, please indicate:**

- The maximum spend allowance (INCLUDING GST), per term;
- A start date and end date (to begin purchasing learning materials);
- Check-off the approved spending categories for EACH term you wish to sponsor the student.

If you wish to sponsor more than one term, please complete a box below for each term.

Please note that a sponsorship term cannot exceed 4 months.

**Section (D) – Continued**

- **Important:** When entering the *Start Date* and *End Date*, please indicate the date of when the student can begin/end **purchasing learning materials**. This is not the start/end date of the program.
- Please ensure all the blanks in the box are **complete** so that the student can make their purchases in the bookstore on time.

Please enter the maximum amount (\$) for this term:		Please enter the maximum amount (\$) for this term:
Start Date: <i>(to make purchases)</i>		Start Date: <i>(to make purchases)</i>
End Date: <i>(to make purchases)</i>		End Date: <i>(to make purchases)</i>
Please specify the categories the student is permitted to make purchases:		Please specify the categories the student is permitted to make purchases:
<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware		<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware
Please enter the maximum amount (\$) for this term:		Please enter the maximum amount (\$) for this term:
Start Date: <i>(to make purchases)</i>		Start Date: <i>(to make purchases)</i>
End Date: <i>(to make purchases)</i>		End Date: <i>(to make purchases)</i>
<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware		<input type="checkbox"/> Books (includes textbooks, ILMs, coursepacks) <input type="checkbox"/> Paper (includes notebooks, pads, envelopes) <input type="checkbox"/> Vinyl (includes binders, clipboards) <input type="checkbox"/> Calculators <input type="checkbox"/> General supplies (includes pencils, pens, markers, highlighters) <input type="checkbox"/> Work clothing (includes shop coats, chef jackets/pants, welding caps) <input type="checkbox"/> Safety and tools <input type="checkbox"/> Curriculum supplies <input type="checkbox"/> Backpacks <input type="checkbox"/> Tech accessories <input type="checkbox"/> Computer Hardware