



# AUTHORIZATION TO INVOICE 2018-2019

The post-secondary institutions of University College of the North (UCN) and/or Campus Manitoba and/or University of Manitoba (UM) require sponsorship confirmation before students are permitted to register for courses. Complete the form in detail confirming student entitlement under your sponsorship. The sponsoring organization authorizes UCN and/or Campus Manitoba and/or UM to invoice accordingly. The applicable post-secondary institution will invoice the sponsoring organization under separate cover for program costs per student identified below.

Student Name \_\_\_\_\_ (Please print: First/Middle/Last Name) Student ID No.  UCN  Other

Social Insurance Number \_\_\_\_\_ Birthdate \_\_\_\_\_  
Month Day Year

Program \_\_\_\_\_ Location \_\_\_\_\_

Sponsorship is **ANNUAL** (full program, all terms) \_\_\_\_\_ **OR TERM ONLY** Summer \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Fall \_\_\_\_\_

**GST Exempt Registration No.**

## INITIAL THE APPROPRIATE BOX(ES) OR PROVIDE A DOLLAR LIMIT

		Full Sponsorship	Limited Sponsorship
1	Compulsory Fees		
2	School Supplies	record dollar limit →	\$
3	Textbooks/Course Materials		
4	Locker Fee		
5	Residence Fees		
6	Admission Application Fee		
7	Printing Fees		
8	Other: Must Specify See reverse for details)		

**Sponsorship for students in joint programs includes the associated course costs at UCN, UM and Campus MB.**

**IMPORTANT:**  
Initial or record an amount in each of the funding categories (No. 1-7 left hand column).  
Record N/A if sponsorship is not applicable.

Sponsoring Organization \_\_\_\_\_ Sponsor ID Number \_\_\_\_\_

Authorized Officer \_\_\_\_\_  
(signature) (please print) (position title)

Date \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**NOTE: FINANCE CHARGES ARE LEVIED AS FOLLOWS ON ACCOUNTS NOT PAID IN FULL WITHIN 30 DAYS OF STATEMENT DATE: INTEREST CHARGES OF 1% OF OUTSTANDING BALANCE PER MONTH UNTIL ACCOUNT IS PAID IN FULL**

**Please direct additional inquiries to 1-866-627-8500 (UCN)**

**FAX OR E/MAIL COMPLETED FORM TO**  
**Attention: Janet Lowther**  
 University College of the North  
 Finance  
 436 - 7th & Charlebois  
 Box 3000  
 The Pas, Manitoba, R9A 1M7  
 Fax No. 204-623-4969  
 email: jlowther@ucn.ca

**SPONSOR STAMP/BILLING ADDRESS**

**FOR INTERNAL USE ONLY**

Rec'd by \_\_\_\_\_ Date \_\_\_\_\_

c.

IUS	<input type="checkbox"/>	Bookstore	<input type="checkbox"/>
Campus MB	<input type="checkbox"/>	Registration	<input type="checkbox"/>
UM	<input type="checkbox"/>	Residence	<input type="checkbox"/>
Finance	<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>

## Authorization to Invoice Required from Sponsor before Student Registers for Courses

INSTRUCTIONS:	
Sponsorship: Full, Limited, Nil	<p>Sponsors may provide a combination of full, limited or no sponsorship under each funding category (tuition, textbooks, etc.)</p> <p><b>Full sponsorship:</b> Under the full sponsorship column, <b>initial</b> the appropriate box(es) under each funding category the student(s) receive 100% sponsorship</p> <p><b>Limited sponsorship:</b> Under the limited sponsorship column, <b>record</b> the maximum dollar limit a student is entitled to under the appropriate funding category</p> <p><b>Nil sponsorship:</b> Under each funding category, record N/A (not applicable) if it is the student responsibility. When left blank, students often request confirmation from the sponsor.</p>
Enrolment in a UCN program/course(s)	Students enrolled only in UCN courses.
Enrolment in a <b>joint</b> program.	Students may be enrolled in UCN, UM and/or Campus Manitoba courses. The billing institution may be UCN and/or Campus MB and/or University of Manitoba. These post-secondary institutions will invoice for their respective course fees as students register with them.
Student ID Number	The <b>UCN</b> student identification number assigned by the University College of the North.

TABLE OF DEFINITIONS	
Authorization to Invoice	Permission granted to the appropriate post-secondary institution to invoice a sponsoring organization for costs associated with their student's post-secondary education at University College of the North, Campus Manitoba or University of Manitoba.
Compulsory Fees	Mandatory fees payable while attending post-secondary programs/course. Includes, but may not be limited to: Tuition; lab/material fees; Student Association Council fees; Microsoft Office User Specialist fee.
Full Sponsorship	One hundred percent (100%) of associated costs will be invoiced to the sponsoring organization
Lab/Materials Fee	Lab/Materials fees are assessed based on the extent of computer/lab usage and consumables in a program. Programs are assigned a level from 0-4; 0 being minimal lab/materials usage and 4 being the high end program consumers.
Limited Sponsorship	Sponsoring organization records the maximum dollar limit students will be funded under a given category and sponsors will be invoiced accordingly
Locker Fee	Student lockers available to store textbooks/supplies and personal belongings
Microsoft Office User Specialist	Fee for the on-line Microsoft exam invigilated by a certified Microsoft Specialist instructor. Successful students receive the Microsoft Office User Specialist certification (Microsoft Certificate).
Other	Includes, but not limited to, Prior Learning Assessment, field trips, etc.
Residence Fees	Fee for accommodation in Student Residence, payable four weeks in advance. Also includes application & student life fees and key deposit if required.
School Supplies	Pens, pencils, paper, binders, erasers, combination locks, school bag, etc.
Student Association Fees	Fees collected on behalf of the Student Association Council for all students
Textbooks/Course Materials	<p>Required textbooks, workbooks, simulation packages, etc. required for course delivery. This may include, but is not limited to, course specific materials, tools and supplies such as a; calculator, disks, geometry set, stethoscope, drafting kit, safety glasses, tape measure or various other technical tools, medical or dental tools, and vocational tools.</p> <p>Earliest date textbooks are available is mid August. <b>BOOKSTORE REFUND AND EXCHANGE POLICY:</b> Goods returned for refund or exchange must be in new unmarked condition and accompanied by the sales receipt. NO REFUND OR EXCHANGE on printed material, sale goods, special-ordered goods, supplies, discs, locks, equipment, campus kits, clothing and purchases of \$1 or under. Items enclosed in plastic wrappers cannot be returned once the seal is broken. TIME LIMIT FOR RETURN is 15 days from date of purchase, date of course commencement, or date of course change.</p>
Tuition Fees	Fee(s) per course
Sponsoring Organization Authorized Officer	Signature must be that of an employee of the sponsoring agency who is authorized to approve expenditures