



## SPONSORSHIP APPLICATION FORM

*Complete this form if tuition and fees will be invoiced directly to a third party sponsor*

### A. SPONSOR INFORMATION

Name:		
Address:		City:
Postal Code:	*Email:	Fax#
Contact Name:	Contact Title:	

\*Invoices and Receipts will be emailed to this address

### B. STUDENT INFORMATION *(if sponsoring 5 or more students, complete 1 form and attach a list of names)*

Surname:	Given Name:
Student No:	Program:
Birth date if student no. not available:	

### C. COVERAGE

Fee Type	Covered (indicate fees covered with ✓ )	Maximum amount (indicate if applicable)
Tuition (ancillary fees not included) Mandatory Ancillary Fees (see payment schedule for applicable fees) Textbooks Residence Fees Program Extension Fees, individual course extension/grading and exam rewrite fees Extended Health and Benefit Fees *		

\* **PLEASE NOTE:** Students who already have equivalent extended health and benefits plans, may opt out of paying this fee by submitting documentation to [ihaveaplan.ca](http://ihaveaplan.ca).

### D. PAYMENT OPTIONS:

Quarterly (annual installment fee will apply)  Year-in-full

### E. SPONSOR'S APPROVAL

Sponsor's Name and Title (please print) \_\_\_\_\_

Sponsor's Signature (print and sign) \_\_\_\_\_ Telephone \_\_\_\_\_

Submit completed form to Student Accounts by email at [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca) or fax to (250) 391-2554

## SPONSORSHIP – TERMS AND CONDITIONS

- The sponsoring agency must submit the Sponsorship Application Form. Submit one for per student. If your organization will be sponsoring more than 5 students, please fill out one form and attach a list of students.
- The sponsor must notify student accounts immediately at [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca) if funding is withdrawn.
- Once the sponsorship application is completed return to Student Accounts by email to [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca), by fax to (250) 391-2656 or mail it to the address below. Once the form is received, sponsorship information will be entered on student's account for the charges that you have specified.

Student Accounts  
Royal Roads University  
2005 Sooke Rd  
Victoria BC Canada V9B 5Y2

- The **Extended Health and Dental Fee** is part of registration costs for on-campus undergraduate programs, but will **not** be billed to you automatically. If this fee is included in your sponsorship, you **must** indicate this in your sponsorship letter. If the coverage is not required the student is responsible for opting out of the plan. Information on opting out of the Extended Health and Dental plan can be found at: <http://myrru.royalroads.ca/learners/learners/undergraduate-healthcare-plan>.
- The British Columbia Freedom of Information and Protection of Privacy Act provides that Royal Roads University may not release a student's personal information to anyone other than the student without the student's consent. Please ensure that the sponsored student submits a student information release waiver, and include it with sponsorship application form. The student has provided his/her consent for RRU to disclose certain student information to you. You should not share any of the student's information with other people unless the student gives you his/her consent to do so.
- It is the student's responsibility to inform the sponsor if they Withdraw, are Required to Withdraw or take a Leave of Absence. The University will not automatically notify the sponsor if the student stops attending.
- If you have any questions about third party billing please contact student accounts at [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca)

### Textbook Purchasing Options for Sponsored Students

#### **Textbooks can be purchased with a Corporate Credit Card:**

Student submits order to the Bookstore by replying to the "text and Materials List" email sent from the bookstore. Once order submitted, corporate card holder can call the bookstore at 250-391-2600 ext. 4263 or (toll-free) 1-866-379-0873 to provide the credit card number.

#### **Textbooks can be purchased by the student. The sponsor can reimburse the student directly. Textbooks can be purchased by cheque:**

Student Submits order by following instructions above.

An Invoice will be emailed to the Sponsor.

Cheques should be made payable to Royal Roads University and mailed to Student Accounts, Royal Roads University, 2005 Sooke Roads, Victoria, B.C., V9B5Y2. Please include your Customer Id number and the student name(s) on the cheque or money order.

Bookstore office hours are Monday to Friday, 8:30am - 4:30pm (PST). Orders are not processed on weekends or holidays.

\* Please note shipping costs can be reduced by bulk ordering textbooks.

Submit completed form to Student Accounts by email at [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca) or fax to (250) 391-2554