



SPONSORSHIP APPLICATION FORM

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

A. SPONSOR INFORMATION

Name:	
Address:	
Phone:	Email*:
Contact Name:	Contact Title:

*Invoices and Receipts will be emailed to this address, please make sure it can be accessed by a second person in case the main contact is away.

B. STUDENT INFORMATION *(if sponsoring 5 or more students, please request group sponsorship application form.)*

Surname:	Given Name:
Student ID#:	Program:
This sponsorship agreement is valid for courses	
Start Date:	End Date:

C. COVERAGE

Fee Type	Covered (Check fees covered)	Maximum amount (Indicate if applicable)
Tuition (Ancillary fees not included)		
Mandatory Ancillary Fees *		
Extended Health and Benefit Fees**		
Bus pass**		

*Please refer to the payment schedule for details. Textbook purchasing options are stated on next page.

**These two fees are only subject to on campus undergraduate students. Students who already have equivalent extended health and benefits plans, may opt out of paying this fee by submitting documentation to ihaveaplan.ca.

D. PAYMENT OPTIONS:

Installment (Annual installment fee will apply) Year-in-full Full program cost

E. SPONSOR'S APPROVAL

Sponsor's Name and Title (Please print) _____

Sponsor's Signature (Print and sign) _____ Date: _____

Submit completed form to Student Accounts by email at studentaccounts@royalroads.ca.

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 request group sponsorship application form.
- The sponsor must notify student accounts immediately at studentaccounts@royalroads.ca if funding is withdrawn.
- Once the sponsorship application is completed return to Student Accounts by email to studentaccounts@royalroads.ca, 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.
Financial Services
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.
- The preference for textbook purchases is through the bookstore directly. If direct purchasing is not an option and an invoice is required, please confirm with studentaccounts@royalroads.ca to set up an alternate purchasing/invoicing option for the student.
- **Textbook Purchasing Options** for Sponsored Students
 - a) 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.
 - b) Textbooks can be purchased by the student. The sponsor can reimburse the student directly.
 - c) If purchasing textbooks directly from the bookstore is not an option and an invoice is required, please contact studentaccounts@royalroads.ca for invoicing options.

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

- If you have any questions about third party billing please contact student accounts at studentaccounts@royalroads.ca

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