



STUDENT, COURSE AND SPONSORSHIP INFORMATION

Our company/agency will sponsor the following student(s):

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

In the College of New Caledonia, Continuing Education course(s) listed below:

Course name: \_\_\_\_\_ Scheduled date: \_\_\_\_\_

Course name: \_\_\_\_\_ Scheduled date: \_\_\_\_\_

Course name: \_\_\_\_\_ Scheduled date: \_\_\_\_\_

For each of the above students we agree to pay: ☐ Tuition & Course Fees ☐ Books ☐ Gear/Supplies

Please note: It is the student's responsibility to fill and submit a Request for Registration Form.

SUBMIT INVOICE TO

Company/agency: \_\_\_\_\_

Department: \_\_\_\_\_

Attention: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite/unit #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Purchase order # (if applicable): \_\_\_\_\_

Please send invoice via: ☐ Mail ☐ E-mail \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ If this form is returned via email a handwritten signature is not required. Please note, checking this box and returning this form via email constitutes your company/agency's obligation to this contract.



### PLEASE RETURN TO

Request for Registration must be accompanied by payment of fees or a signed Sponsorship Form.

CNC Continuing Education Registration  
3330 – 22 Avenue, Prince George V2N 1P8  
[continuingedreg@cnc.bc.ca](mailto:continuingedreg@cnc.bc.ca)

Phone: 250-561-5801 | Toll Free: 1-800-371-8111 Ext. 5801

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The College of New Caledonia collects and manages personal information under section 26 of British Columbia's Freedom of Information and Protection of Privacy Act ("FIPPA") as necessary for the purposes of admission, registration, and support services for students in the CNC community. Personal information collected during application, and throughout a student's studies is also used for the purposes of reporting, quality assurance and improvement of our programs and services, research, and any other legally required or authorized use. Personal information that directly identifies students is only released when necessary to complete the above activities. We do not provide personal information about sponsored students back to the sponsors. The sponsors need to request this personal information directly from sponsored students. If you have any questions about the use of sponsored student personal information on this form, contact [continuingedreg@cnc.bc.ca](mailto:continuingedreg@cnc.bc.ca) for more information.

Hard copy materials and information submitted to CNC are scanned and uploaded to our electronic systems. We do not retain long term hard copies of these materials. Sponsored students can request electronic copies of their these records to [continuingedreg@cnc.bc.ca](mailto:continuingedreg@cnc.bc.ca). CNC will not provide original copies of documents to sponsored students.

### ATTENTION

Student substitutions may be made with notification prior to the start of the course.

All billings will be processed the month following the start of the course.

For any withdrawals made after the initial registration, the sponsoring company/agency will be billed according to the Continuing Education Refund Policy outlined below:

- A full refund of fees will be given if a course is cancelled by the College or if a student withdraws from a course one or more days before the advertised course registration date.\*
- No refund of fees will be given if a student cancels after the advertised course registration deadline date.\*
- No refund will be granted on textbooks or course materials.
- Registrations are welcome after the advertised course registration deadline date, based on seat availability.
- Non-attendance does not constitute a withdrawal.

*\*The course registration deadline date for Continuing Education courses is two weeks prior to the course start date unless otherwise noted.*