

# COMMUNITY & CONTINUING EDUCATION SPONSORSHIP APPLICATION FORM

## 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, Community & 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  Fax (\_\_\_\_\_)  E-mail

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

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

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 | Fax: 250-561-5861

#### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Any and all information about your sponsored party who is now an active College of New Caledonia student is governed by the Freedom of Information and Protection of Privacy Act (ie: disclosure of attendance, grades etc.) Therefore, permission from the sponsored party is required to release information following their registration at the College of New Caledonia.

If you have any questions about the collection and use of information you can contact the Freedom of Information Coordinator, College of New Caledonia at 250-561-5828.

All hard copied materials/information provided by you in support of your application to CNC becomes the property of the College and will not be returned and may be destroyed within six months of receipt.

#### 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 Community & Continuing Education courses is two weeks prior to the course start date unless otherwise noted.*