



AUTHORIZATION TO INVOICE (ATI)

University College of the North requires sponsorship confirmation before students are permitted to register for courses. Complete the form in detail confirming student entitlement under your sponsorship

USE FOR MULTIPLE STUDENT SPONSORSHIP
SPONSORSHIP ENTITLEMENT, PROGRAM AND LOCATION MUST BE THE SAME FOR EACH STUDENT

Program _____ Location _____

Academic Year: _____

Sponsorship is **ANNUAL** (full program, all terms) **OR TERM ONLY** Summer Fall Winter Spring
 (Please check the appropriate boxes) (Jul-Aug) (Sept-Dec) (Jan-Apr) (May-Jun)

GST Exempt Registration No.

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

	Full Sponsorship	Limited Sponsorship
1 Compulsory Fees		
2 School Supplies	Not available	\$
3 Textbooks/Course Materials		
4 Locker Fee		
5 Residence Fees		
6 Admission Application Fee		
7 Graduation Fees		
8 Printing Fees		
9 Cafeteria (meal plans)	Not available	
10 Other: Must Specify		
See page 2 for details		

IMPORTANT:
 Initial or record an amount in each of the funding categories (No. 1-10 left hand column). Record N/A if sponsorship is not applicable.

Print Name (first, middle, last)	Social Insurance Number	Birthdate: Month/Day/Year	Student ID Number

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)

Please submit this form to enrolment services with your registraion by email to:

atitan@ucn.ca

SPONSOR STAMP/BILLING ADDRESS

FOR INTERNAL USE ONLY

Rec'd by _____ Date _____

IUS <input type="checkbox"/>	Residence <input type="checkbox"/>
Finance <input type="checkbox"/>	Cafeteria <input type="checkbox"/>
Bookstore <input type="checkbox"/>	<input type="checkbox"/>
Registration <input type="checkbox"/>	<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>Full sponsorship: Under the full sponsorship column, initial the appropriate box(es) under each funding category the student(s) receive 100% sponsorship</p> <p>Limited sponsorship: Under the limited sponsorship column, record the maximum dollar limit a student is entitled to under the appropriate funding category</p> <p>Nil sponsorship: 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 joint program.	Students may be enrolled in UCN, or in University of Manitoba. The billing institution may be UCN 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 UCN student identification number assigned by the University College of the North.

TABLE OF DEFINITIONS

Authorization to Invoice	Permission granted to UCN to invoice a sponsoring organization for costs associated with their student's post-secondary education
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; Student Services Fees, etc.
Full Sponsorship	One hundred percent (100%) of associated costs will be invoiced to the sponsoring organization
Lab/Materials Fee	Lab/Materials fees are associated with the use of computer labs, and materials, available for students and are charged at a rate per credit hour.
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
Other	Includes, but not limited to, Prior Learning Assessment, field trips, etc.
Residence Fees	Fee for accommodation in Student Residence, Family housing, or the Thompson apartments, 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 tools, and vocational tools.</p> <p>Earliest date textbooks are available is mid August. BOOKSTORE REFUND AND EXCHANGE POLICY: 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