

# Employer/Sponsorship Authorization Form

## Student Information:

Last Name		First Name	
Mailing Address			
City		Prov.	Postal Code
Home Telephone		Bus. Telephone	
Cell			
Date of Birth	Student Number		Email
Country of Origin		Social Insurance Number	

Canadian Citizen     Landed Immigrant     Refugee Claimant  
 Student Visa     Aboriginal Ancestry     Other

(collected for income tax purposes)

Sex:  M  F

## Course Information:

Program Name: \_\_\_\_\_

Course Name	Course Code	Section ID	Start Date	Time	Fee	Location

## Sponsorship Information:

**Please note:** registration processing will be delayed if authorized signature is not provided.

Name of agency/ company		Contact Name	
Address			
City		Prov.	Postal Code
Telephone	Fax	E-mail	
Authorized Signature		Date	

**Method of Payment:**     Invoice     Cheque     Mastercard     VISA     AMEX

Credit Card #	Exp. Date
Cardholder Signature	

### Costs covered will include

**Total tuition:** all costs     Yes    Maximum amount \$ \_\_\_\_\_

**Books/Supplies (if not included):**     Yes     No    Maximum amount \$ \_\_\_\_\_

If yes is selected to include the cost of the textbooks, a maximum value must be indicated or students will be able to purchase books/supplies to a value of \$250. Fees for most Distance delivered courses include tuition and course material (textbooks, modules, etc.).

### Red River College - Winkler Campus

100-561 Main Street  
Winkler, MB R6W 1E8  
Tel: 204.325.9672  
Fax: 204.325.4947  
E-mail: winkler@rrc.ca

### Refund Policy:

**In Class:** Partial refunds are available for courses (20 hours or more) up to the day before the start of the second class. For workshops (20 hours or less), partial refunds are available 8 days prior to the first class.

Request to drop your course must be submitted in writing. Go to [rrc.ca](http://rrc.ca) for a form (online and printable version) or you can submit your request by email to [winkler@rrc.ca](mailto:winkler@rrc.ca)

**For office use only**  
Sponsor ID \_\_\_\_\_ Sponsorship ID \_\_\_\_\_

**Winkler Campus**