



Faculty of Continuing Education & Extension
Third Party Billing Sponsorship
Sponsor and Student Instructions

4825 Mount Royal Gate SW
Calgary, AB T3E 6K6
T: 403.440.8932 F: 403.440.8927
E: CEstudentspons@mtroyal.ca

Mount Royal University will issue an invoice for Continuing Education and Extension course fees on behalf of a student who is sponsored by an outside organization, such as an Employer or a First Nation, as a service to students and sponsoring agencies.

Step 1

Download the Third Party Sponsorship Contract form. Ensure that you read the “Terms and Conditions” on the contract.

Step 2

“The Student” is required to complete the following:

- Student Name
- Student ID Number (if known)
- Student Email Address (required for contact purpose)
- CRN (Course Reference Number)

Step 3

“The Sponsor” is required to complete the following:

- Sponsor Billing Name
- Sponsor Address
- Sponsor Email Address (required for electronic billing purpose)
- Authorized Signature of Approval

Step 4

Send the completed form to Mount Royal University: Fax 403.440.8927 or Email CEstudentspons@mtroyal.ca.

Step 5

Confirmation of an approved Sponsorship Agreement will be provided to CE Registration. CE Registration will contact the sponsored student(s) to process registration and provide Confirmation of Registration to the student(s).

Step 6

Once Registration is complete, the Sponsorship Invoice will be sent to the Sponsor’s email address provided on the 3rd Party Billing Agreement.

Freedom of Information and Protection of Privacy

The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request.