



**Faculty of Continuing Education & Extension  
Third Party Billing Sponsorship Contract**

**4825 Mount Royal Gate SW, Calgary AB T3E 6K6  
T: 403.440.8932 E: [CEstudentspons@mtroyal.ca](mailto:CEstudentspons@mtroyal.ca)**

\_\_\_\_\_  
Name of Sponsor  
(the "Sponsor")

\_\_\_\_\_  
Name of Student  
(the "Student")

In consideration of the terms and conditions of this agreement and such other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Sponsor, the Student and The Board of Governors of Mount Royal University ("MRU") agree as follows:

The Sponsor will pay to MRU the course fees (the "Fees") of the Student set out in detail below pursuant to the "Terms and Conditions" attached to and forming part of this agreement as Schedule "A".

Sponsor Information														
Sponsor Billing Name														
Sponsor Address														
City	Province		Postal Code											
Business Phone			Fax											
Sponsor Email Address														
Student Information (If sponsoring more than 5 students complete one form and attach a list of student names and IDs.)														
Last/Family Name:		Legal First Name:		Middle Name:										
Term of Sponsorship	Fall (Sept-Dec) 20__	Winter (Jan-Apr) 20__	Spring (May-Jun) 20__	Summer (Jul-Aug) 20__										
Student Email Address			MRU Student ID Number (if known)											
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Continuing Education Course and Fee Information		
CRN (Course Reference Number)	Course Start Date	*Max. Amount (if applicable)

This agreement has been executed by the parties on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Sponsor Printed Name

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Sponsor Title

\*MRU is deemed to have agreed to and executed this agreement upon issuing an invoice for the Fees.

**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.

## Schedule "A"

### TERMS AND CONDITIONS

1. Acceptance of the Third Party Billing Sponsorship Contract is at MRU's sole discretion.
2. MRU will invoice the Sponsor for the Fees to the Sponsor's billing address, as provided in the agreement.
3. The Sponsor will pay the invoiced amount on or before the due date specified on the invoice.
4. Payment can be made by cheque, wire transfer, Visa or Mastercard.
  - a. Payments by cheque should be made payable to "Mount Royal University" and may be mailed to:  
  
Mount Royal University, Financial Services  
Room A250  
4825 Mount Royal Gate SW  
Calgary, AB T3E 6K6
  - b. The Sponsor may request MRU's banking information for a wire transfer payment by emailing [CEstudentspons@mtroyal.ca](mailto:CEstudentspons@mtroyal.ca).
  - c. The Sponsor may contact the Financial Services Cashier at 403.440.8924 to coordinate a payment by Visa or Mastercard.
5. Payments made by the Sponsor are subject to the following terms and conditions:
  - a. MRU will not release any of the Student's personal information, including grades and transcripts, to the Sponsor without the Student's prior written consent;
  - b. MRU may directly refund the Sponsor for any credit on the Student's account resulting from a refund of the Fees;
  - c. the Student will remain responsible for paying the full amount of any Fees, as set out in the Continuing Education Course Calendar, not paid by the Sponsor; and
  - d. in the event that the Sponsor fails to pay the Fees, the Sponsor and Student will be jointly and severely liable to MRU for the payment of such Fees.
6. If the Sponsor fails to pay the invoiced amount within thirty days of receipt of an invoice, MRU may, at its sole discretion, do any number of the following:
  - a. deregister the Student from their courses;
  - b. commence legal or other action to collect the amount owed from the Sponsor;
  - c. commence legal or other action to collect the amount owed from the Student; and
  - d. refuse to allow the Sponsor to enter into further Third Party Billing Sponsorship Agreements for other students in the future.