

Student Information:

LAST NAME	FIRST NAME	DATE OF BIRTH (YYY/MM/DD)
PROGRAM	KEYANO STUDENT ID #	
If you wish to declare that you are an INDIGENOUS person, please specify:		
<input type="checkbox"/> Status Indian/First Nations <input type="checkbox"/> Non-Status Indian/First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit		

Check one:
 Maximum Course Load
 Full-time
 Part-time
 Co-op Term

Tuition and Fees:

Check all semesters in which Tuition will be covered by the sponsorship agreement

Fall (Sep - Dec) Year 20____
 Winter (Jan - Apr) Year 20____
 Spring (May - Jun) Year 20____
 Summer (Jul - Aug) Year 20____

Will all Mandatory Fees also be sponsored?
 Yes,
 If No, check the fees that will be sponsored:

<input type="checkbox"/> Application fee (if applicable)	<input type="checkbox"/> Campus Recreation fee
<input type="checkbox"/> Admission deposit	<input type="checkbox"/> Students' Association fees
<input type="checkbox"/> Apprenticeship materials or Lab fees (if applicable)	<input type="checkbox"/> Technology Fee

Will Health & Dental fees be sponsored?
 Yes
 No

NOTE: if students already have benefits, they must complete a [Student Benefits waiver form](#) along with proof (i.e. Treaty, Employer, Parent, etc.) of benefits by the appropriate deadline to opt out and remove health and dental fees from their account. *No exceptions permitted.*

Organization is GST or tax exempt.
 Yes (Please include tax exempt letter)

Bookstore Charges:

Please check items to include in sponsorship:

<input type="checkbox"/> Mandatory books	<input type="checkbox"/> Backpack
<input type="checkbox"/> Mandatory supplies only	<input type="checkbox"/> Calculator
<input type="checkbox"/> All supplies (including non-mandatory)	<input type="checkbox"/> Bookstore charges not allowed

Maximum amount of \$_____ in Bookstore charges per semester.

OR

Combined maximum of \$_____ in Bookstore charges for all semesters checked above.

Keyano Housing is now through Campus Living Centers (CLC). If housing charges will be sponsored, please email Keyano Housing: info@keyanohousing.ca for inquiry

Release of Information:

We can only release / discuss the student's information (attendance reports, final grades, admission status, enrolment status, account balance, etc.) to the sponsor if the student has submitted the "[Authorization for Release of Student Information](#)" form.

Invoicing Timelines:

- For Credit Programs:
 - Sponsorship invoices will be sent after the last day to withdraw w/ 50% tuition refund as outlined in the [academic schedule](#).
- For Apprenticeship Programs:
 - Sponsorship invoices will be sent approximately three (3) business days following the start of the intake.

Send Invoice to:

ORGANIZATION		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
PHONE #	FAX #	
EMAIL		
AUTHORIZED BY	SIGNATURE	
DATE	PO #	
Office Use Only:		
STUDENT ID	YEAR	
AGREEMENT	ORGANIZATION	

The personal information requested on this form is collection under the authority of section 65 of the Alberta Post-Secondary Learning Act, and section 4 (c) of the Alberta Protection of Privacy Act. The information collected will be used for the purpose of admission, registration, income tax receipts, scholarships and awards, convocation, supplying education information, library services, emergency contact, and for college research and planning. Internally, your information collected on this form may be used to receive support and services from Accessibility Services, Testing Services and Wellness Services, including academic accommodations and/or wellness checks. Your information will be part of our student information system and may be shared for work experience and practicum placements through Work Integrated Learning, Student Associations for the purpose of membership and information sharing, Syncrude Sport and Wellness Centre for membership, and Student Academic Support Services for continuous improvement of student academic success. The information may be added to the electronic Student & Community Conduct Report System, Accessibility Services System, Wellness Services System, and/or the Testing Services System and maybe used for anonymized reporting purposes and/or procedural correction. In compliance with federal and provincial legislation, your information may be disclosed to Statistics Canada under the Statistics Act; Alberta Advanced Education for reporting requirements; and Alberta Human Services for determining and monitoring student eligibility for their services. If you have any questions regarding the collection and use of your personal information, please contact the Office of the Registrar at 780-791-4801.

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/student-services/office-of-the-registrar/student-forms/