



Northern Lights
College

CONTINUING EDUCATION REGISTRATION FORM

Use this form to register. Submit a completed form to any Campus Services Office or email to studenthelp@nlc.bc.ca (form must be signed). Please allow 1 business day for processing.

* indicates a required field

Personal Information	NLC student number	
	Last or family name*	First or given name
	Middle name(s)	Date of Birth (yyyy/mm/dd)*
	Former last or family name	Preferred first name/nickname
	Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	Country of citizenship*
Do you identify yourself as an Aboriginal person, that is, First Nations, Métis or Inuit? <input type="checkbox"/> Yes		If you identify yourself as an Aboriginal person, are you: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit

Contact Information	Mailing Address*		
	City	Province	Postal Code
	Primary phone*	Other phone	
	Email address*		
	Please update my existing contact information effective (yyy/mm/dd):		

Registration	Course Title	Start Date	NLC Registration Code

Declaration	I hereby declare that the information I have submitted on this form is true and correct to the best of my knowledge. Completion and submission of this form permits Northern Lights College (NLC) to request and/or confirm any information necessary to support my enrolment. I understand any misrepresentation of this information may result in the cancellation of my enrolment and falsifying documents or information may result in immediate and permanent dismissal from the College. I agree to abide by the rules and regulations of NLC as published in the Calendar, the policies as published in the NLC Policy Manual, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the NLC.	
	<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div>	

Freedom of Information and Protection of Privacy

Information collected and maintained as part of our student records is collected under the authority of the Colleges and Institutes Act. Northern Lights College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the Northern Lights College community and attending a public post-secondary institution in the Province of British Columbia as well as broader safety purposes including ensuring security on all Northern Lights College campuses. Information you provide will also be used for non-administrative research purposes. This research includes longitudinal research using anonymous linked records in the B.C. Educational Records Linkage File (Link File). The personal records in the Link File are not identifiable and are not used for administration purposes. For further information please contact the Registrar's Office.

Office Use Only

<input type="checkbox"/> Ensure form is complete (<i>Telereg</i> minimum required: Student ID, Full Name, BD and Clerk Name printed in Signature Block) <input type="checkbox"/> Confirm contact information is updated in Colleague if existing <input type="checkbox"/> Process <input type="checkbox"/> Record student ID number on form <input type="checkbox"/> Confirm completion with student or initiator (email or mail receipts)	Received by (name, please print)
	Date Received

THIRD-PARTY AUTHORIZATION/RELEASE OF INFORMATION FORM

Submit completed form to any Campus Services Office or by email to StudentHelp@nlc.bc.ca

* Indicates a required field

In compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), Northern Lights College (NLC) is prohibited from providing information from your student record to a third party, including student records such as information on attendance or grades, invoices, financial aid (including scholarships, grants, or loan amounts). This restriction applies, but is not limited to your parents or guardians, your spouse, or a sponsor.

Students may grant NLC permission to release information from their student record to a third party by submitting a completed Third-Party Authorization/Release of Information form. The specified information will be made available only if requested by the authorized third party. NLC does not automatically send this information. Authentication of the third party will be required before releasing authorized information. Government issued photo ID may be requested.

FILL OUT ONE FORM PER AUTHORIZED THIRD PARTY.

STUDENT INFORMATION	
Last name (Legal) *	First name (Legal) *
NLC student number or Date of Birth (YYYY/MM/DD) *	Phone number *

THIRD PARTY CONTACT INFORMATION	
Name (First and Last): please provide the full name of an individual or the name of the organization/company. *	
Select ONE option from the options below: *	
<input type="checkbox"/> The third party I am granting records access to is an individual. Relationship to student: _____	
<input type="checkbox"/> The third party I am granting records access to is an organization/company. Contact name (if applicable): _____	
Phone number *	Email *

STUDENT RECORDS RELEASE
I authorize Northern Lights College to release the following information from my student record to the above-named third party upon request *
<input type="checkbox"/> ALL categories listed below. OR For selective access, individually select the access that apply from below.
<input type="checkbox"/> Student financial account information – access to information about student account receivables
<input type="checkbox"/> Financial aid information – access to information about financial aid and awards
<input type="checkbox"/> Enrolment status – access to information about admissions and registration
<input type="checkbox"/> Grades – access to information about final grades
<input type="checkbox"/> Academic standing – access to information about academic status and/or academic standing, or attendance.
<input type="checkbox"/> Disciplinary information – access to information about disciplinary status, including academic and non-academic
<input type="checkbox"/> Graduation / credentials – access to information about graduation status and credential(s)
<input type="checkbox"/> Other – For records not clearly noted in the above category descriptions, write below the specific records you want to grant access.

RECORDS ACCESS DURATION (VALID FROM DECLARATION DATE)
Select ONE option from the options below. *
<input type="checkbox"/> Access ends one year from the Declaration date below.
<input type="checkbox"/> Access to the above records is active until I email written notice to request termination of access.
<input type="checkbox"/> Access ends one month after my current course/program. If selecting this option, note course or program end date here: _____

DECLARATION AND SIGNATURE

Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. By signing below, I hereby authorize NLC to release my information indicated above to the person/organization as of the date stated below. I understand that I can revoke this access at any time by sending written notice via email to StudentHelp@nlc.bc.ca. I understand that NLC considers a falsified student records release form as fraud.

Student Signature * _____ Date * _____

Information for Students

Students may allow others to pay on their behalf and can make those arrangements directly with the payee. The payee simply needs to know how much to pay, and the student's name and ID number. Payees should understand that all refunds are returned directly to the student — **regardless of who paid**.

However, students are often **sponsored** by an employer or another organization. Sponsorship is generally an agreement to pay and there are terms and conditions attached to the agreement. A written authorization from a sponsor is considered as a transfer of financial obligation — even before the money has been received or classes have begun. *Note: that if the sponsor defaults on payment, the student will be unaffected and the College will collect outstanding fees from the sponsor.*

Students that are sponsored can submit a Sponsorship Authorization letter, a legal Purchase Order, or an NLC Sponsorship Authorization form (page 4) in lieu of payment.

The T2202A (tax form) will indicate amounts charged to the student, regardless of who paid.

If a sponsor withdraws their sponsorship prior to the first day of classes, the seat in the class or program remains the responsibility of the student. Students are expected to pay in full or drop from the program/course (with written notification to the College). Note that the College has a number of financial assistance programs, so students with a desire to continue without a sponsor should contact the [NLC Financial Aid office](#).

Note: Unless a student has provided a signed [Student Records Release](#), college staff cannot supply any student information — including to a sponsor — about amounts owing, or whether a student is enrolled.

Information for Sponsors

Sponsoring a student is a formal agreement between your organization and Northern Lights College that in simplest terms, is a promissory note to cover the costs associated with education. Sponsoring a student is different than customized training as customized training does not specifically identify the student in the contract. For details on payments, refunds, and penalties for customized training, please see your contract.

As a sponsor, there are some important details that you should know. You may also want to consider best practices.

1. Sponsors can and should identify what they are willing to pay for. **Charges a student may encounter include:**
 - a. Tuition: The actual cost of the course(s) and is eligible for tax consideration.
 - b. Student fees: The fees associated with being a student including the NLC Student Association fees.
 - c. Instruction Related fees: Some programs or courses may have these fees to cover the cost of resources, supplies, and materials.
 - d. Textbooks
 - e. Tools, uniforms, certification exam fees: Additional costs that a student might encounter to start or finish their program.
 - f. Accommodation: A student may need to move or live in NLC housing.

Details on the costs of NLC programs are available in our [catalogue](#).

Sponsors may also want to limit the total amount they are willing to pay.

2. Refunds for Tuition, Student Fees, and Instruction Related Fees will be returned to the Sponsor, providing a formal agreement with NLC exists. If you have simply paid on behalf of the student (without a sponsorship authorization agreement with NLC), refunds will go to the student.
3. Payment terms are defined on the invoice to sponsors, but normally follow the same payment terms as students—payment in full by the first day of classes.

4. Many of NLC's courses and programs require prepayment of a deposit before a student can enroll. The deposit is non-refundable — even if the student doesn't come. The deposit is also non-transferrable; if a student does show up, it cannot be transferred to another student. If a deposit is required, it must be paid at the time of enrolment and cannot be deferred to invoice. (Note that students who cannot provide a deposit but have confirmed funding can request a Deposit Waiver).
5. Sponsors may revoke their agreement to sponsor a student **prior** to the first day of classes. **After** the first day of classes, all fees are due and payable as outlined in the sponsorship agreement, regardless of whether the student attends, or sponsorship is withdrawn. Note that if a student drops the course(s) before the refund deadline, there may be a refund to the sponsor. Revoking sponsorship does not withdraw a student from the course(s); only the student may do that.
6. Sponsors often expect evidence that a student attended and/or completed a program or course. The student may request a **Confirmation of Enrolment** and/or a **Transcript** be sent to themselves, or directly to the sponsor.
7. Sponsors often want to **check in** on how their students are doing. Note that a sponsorship agreement would not entitle the sponsor to ask the College directly for information about enrolment, attendance, grades, or financial information.

If a sponsor requires direct access to NLC to discuss a student's enrolment, attendance, grades, or financial information, the **student** must complete a [Student Records Release](#).
8. T2202A Tuition, Education, and Textbook Amounts Certificate are issued to students (not sponsors). Sponsors seeking education tax credits should contact their student.

Information for Students and Sponsors

To set up a sponsor agreement with NLC:

1. The sponsor should draft a Sponsorship Authorization from the sponsor. NLC has created a Sponsorship Authorization Form for convenience; a Sponsorship Authorization letter on the sponsor's letterhead is also acceptable, or a legal Purchase Order. The letter/PO should include:
 - a. Company/organization name of the sponsor
 - b. Billing address of the sponsor
 - c. Contact name of the sponsor
 - d. Contact phone number for the sponsor
 - e. Contact fax number for the sponsor
 - f. Contact email address for the sponsor
 - g. Name of the student
 - h. Birthdate and/or NLC Student ID number of the student
 - i. What the sponsor will pay for and if there is a maximum:
 - i. Tuition
 - ii. Student Fees
 - iii. Instruction Related Fees
 - iv. Textbooks
 - v. Residence fees
 - vi. Other costs (identify)
 - j. The course(s) or program they are funding
 - k. Whether the student should pay any money to the College (e.g. the deposit). If the sponsor is guaranteeing the deposit, it should be a separate line item on the purchase order (non-refundable) and can be deducted from tuition.
 - l. Payables information (contact name, phone number, email, if not the same as the Contact)
 - m. Purchase order number (if applicable)
 - n. Signature of sponsor representative
2. Present the Sponsorship Authorization to an NLC representative for processing. Students may take the documents directly to Campus Services, or follow the instructions included in their offer of admission. Sponsors may write directly to financialservices@nlc.bc.ca.
 - a. If a Purchase Order was created, please attach a copy.
 - b. If a Student Records Release is required, please include it.
 - c. If a deposit is required, please include it. Students who cannot provide a deposit but have confirmed funding may request a Deposit Waiver.

3. The College will forward an invoice to the sponsor once registration is complete. Subsequent invoices will be forwarded as textbooks and residence fees are billed.
4. Payment terms are explained on the invoice; normally invoices are due within two weeks from the date of the invoice.

Sponsor Best Practices

The following is provided as-is to sponsors, and does not imply legal or official advice or requirements. Every sponsorship relationship is different, and may be subject to legal considerations beyond what can be identified by Northern Lights College.

The Sponsor and the Student should agree on what the sponsor is willing to cover and under what conditions. When drafting a sponsorship agreement with the student, the sponsor may want to consider:

- defining attendance requirements;
- what happens if the student exits before completing;
- what happens if the student is required to withdraw by the College;
- what happens if the student fails;
- changes in status between the sponsor and the student:

What happens if a student terminates their employment after being sponsored?

The College recommends that the student and sponsor establish what will happen if a as part of the agreement on the conditions of sponsorship.

A common way for an employer to address this prior to agreeing to sponsor, is to state in writing that if the student does not complete the course/program successfully, the cost is repayable to the employer and may be deducted from their final paycheck.

Also, remember that if a sponsored student does not attend, the employer cannot send someone else:

Unlike customized training, the sponsored student “owns” their spot. If sponsorship is withdrawn, the student will be offered an opportunity to make alternate payment arrangements or de-register. Vacancies will be offered to the next eligible student.

Sponsors may also want to consider what evidence they need from the student to satisfy internal requirements. As it is difficult to force a student to provide evidence after classes have begun, consider requiring proof of enrolment, proof of completion, and/or proof of financial standing as part of the sponsorship agreement with the student.

Tax implications can influence sponsorship; the T2202A education tax certificate is issued to students, not sponsors. Taxable benefits, in-service training, and education tax credit transfer may require consideration in your sponsorship agreement.

Finally, in exceptional situations, NLC may remove a student from a class or program (most often for violating attendance requirements). Setting attendance expectations and consequences may be important to sponsors.

Please fill in all fields. Submit completed form to studenthelp@nlc.bc.ca.

Student Information

Last name (Legal) _____ First name (Legal) _____

NLC student number or date of birth (yyyy/mm/dd) _____

Daytime phone number _____

Course or program to be funded _____

Semester or course start date _____

Sponsor Information

Sponsoring company/organization name _____

Contact name _____

Phone _____ Email _____

Billing address _____

Purchase order number (if applicable) _____

Payables information (if different than above) _____

Sponsorship

Sponsored costs — select all that apply; provide a maximum if applicable

Tuition	Max: _____
Student Fees	Max: _____
Instruction Related Fees	Max: _____
Textbooks	Max: _____
Housing Fees	Max: _____
Other costs (please identify)	Max: _____

Total Max: _____

Student must pay to the College: _____

Additional Comments:

Authorization

With this consent, permission is given to Northern Lights College to collect payment for the above-noted indebtedness. By signing below, I confirm I am authorized to enter into this contract with the college, have read the **Sponsorship Information** of this form (page 1-3) and understand that this sponsorship agreement **may not** be revoked after the first day of classes (for the study period described above).

Signature of sponsor representative

Printed name

Date