

Office of the Registrar, Athabasca University  
1 University Drive, Athabasca, AB T9S 3A3  
Toll Free in Canada/US: 1.800.788.9041  
Other: 780.675.6111  
enrol@athabascau.ca

## Sponsorship Agreement

The following is general information regarding Athabasca University policies and procedures.

### Registration Information

To be registered in courses, students or sponsors must submit a completed [course registration form](#) and the Sponsorship Agreement form to [enrol@athabascau.ca](mailto:enrol@athabascau.ca). If the sponsor covers the (one-time, non-refundable) general application fee, a [general application form](#) must also be included. All forms must be received by the registration deadline to qualify for the next available start date. Only one student may be listed in the agreement, and will not be accepted if more than one student is listed.

All Athabasca University courses begin on the 1st of each month; the 10th of the previous month is the deadline to register. If the forms are not received by the registration deadline, the student will be provided with the next available start date.

### Course Fee Information

To calculate expected fees please refer to the [fee calculator](#) or verify the fees in the [Calendar](#).

The course registration fees include: tuition; the course administration and technology fee, which supports the delivery of AU-produced learning resources, learning systems, library services, and learning design development; and course materials fee, which covers the cost of mandatory course resources such as publisher texts and e-texts, or other third-party learning resources, as well as tutor support.

### Full-Time Studies

For students to be granted **full-time status**, the minimum course load required is 2 credits per month. This means that AU individualized-study students must be actively registered in **4 courses with the same start date**.

### Waivers: Release of Information

Athabasca University requires the student's written permission before specific information can be released to third parties. If this is required, then the student must complete a [Release of Information waiver](#) form. The waiver will remain in effect for up to 1 year from the date listed on this form. Students can identify a shorter time period, if desired. Notice will not be provided by AU when the waiver expires.

### Student Progress

The Office of the Registrar will not provide updates on student's progress or status. If information regarding the student's progress is required, the student can request a verification of enrolment, transcript, provide a copy of their program plan from [DegreeWorks](#), or they may contact an Academic Advisor for assistance.

### Course Withdrawal Information

Once registered, a student may withdraw from a course. If they withdraw prior to the start date or within 30 days of the start date, the withdrawal fee will apply, and a partial refund will be received. The refund is returned to the party that paid the fees.

If the student withdraws after the first 30 days and before the contract end date, a refund is not applicable. A student is not able to withdraw after the contract end date and if no work is completed, they will be marked F (failure).

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 enrol@athabascau.ca

## Re: Sponsorship Agreement

\_\_\_\_\_ has agreed to sponsor (provide payment for)

(Name of sponsoring agency)

STUDENT ID NUMBER (if applicable)

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for the following:

\_\_\_\_\_

(Name of student)

### Course(s): (optional)

**Course Code and Number (e.g. ORGB 200)**      **Course Title**

Course Code and Number (e.g. ORGB 200)	Course Title

### Term: (choose all that apply)

- From 

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 to 

--	--

  
Month    Year      Month    Year
- Fall Term (Sep., Oct., Nov., Dec.) \_\_\_\_\_  
Indicate year
- Winter Term (Jan., Feb., March, April) \_\_\_\_\_  
Indicate year
- Spring Term (May) \_\_\_\_\_  
Indicate year
- Summer Term (June, July, Aug.) \_\_\_\_\_  
Indicate year

We agree to provide payment to a maximum of \$ \_\_\_\_\_

Course fees are all-inclusive, and are calculated by combining the tuition fee, course administration and technology fee, Students' Union and Alumni Relations fees, and course materials fee, if applicable.

\_\_\_\_\_ agrees to cover the cost of the fees below (check all that apply):

(Name of agency)

- General Application Fee (if applicable, one-time fee)
- Evaluation Fee
- Extension Fee (up to 3 are allowed per course). If fewer than 3, please indicate how many: \_\_\_\_\_
- Supplemental Exam Fee

### Invoicing Details

**Athabasca University can send an invoice to the following:**

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

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Obligations of the Sponsor (Payment)

The Sponsor agrees to sponsor the Student up to the Sponsorship Amount applicable to the fees described above in this Agreement. The University will send the Sponsor an invoice by email, specifying the details of the sponsorship. All invoices are payable net thirty (30) days preferably by electronic fund transfer (EFT) or cheque. The Sponsor may request a different payment method such as a wire transfer or online credit card payment; any payment made through these methods may be subject to a service charge per payment, which will be the responsibility of the Sponsor. Payments not received within thirty days may accrue a late fee of one and a half percent (1.5%) of the total amount due under the invoice per month or the maximum fee permitted by law on all overdue amounts.

The Sponsor agrees to pay the invoice in full, regardless of whether or not the student withdraws or does not pass their course. If the student withdraws within thirty (30) days of the course's start date, then a partial refund will be issued to the party that paid the fees. In cases where a partial refund applies, certain fees such as the withdrawal and course material fees may be applied; more information is available on the [University's website](#). A refund will not be issued if the student withdraws after the first thirty (30) days.

If the Student requires any tax-related forms, such as a T4A, these are the responsibility of the Sponsor and will not be issued by the University.

## Terms and Conditions

The Sponsor agrees to sponsor the Student subject to the following terms and conditions:

### Confidentiality

Each party to this Agreement agrees that it shall treat as confidential and not disclose to any third party any information provided to it (the Receiving Party) by the other party (the Disclosing Party) that is marked Confidential or that reasonably should be known to be confidential. Confidential Information that a Disclosing Party provides to a Receiving Party shall not be used by the Receiving Party for any purpose not permitted under this Agreement. The foregoing shall not apply to (i) information that, at the time of disclosure, is generally available to the public, (ii) information that the Receiving Party is required to disclose to a third party as required by law, or (iii) information that was in the Receiving Party's possession before the Agreement.

The University is subject to access and privacy provisions of the Protection of Privacy Act (POPA).

### Termination

The University may terminate this Agreement immediately upon written notice as follows:

1. Upon any breach or non-performance of the terms and conditions of this Agreement by the Sponsor;
2. Upon the Sponsor causing substantial harm or disrepute to the status or reputation of the University;
3. If the University deems the particular circumstances of the Sponsor's relationship to comprise a conflict of interest and such conflict is not or cannot be resolved to the University's satisfaction.

Either party may terminate this Agreement immediately upon written notice as follows:

1. For any reason without cause by providing thirty (30) days written notice of the intent to terminate the Agreement.

In the event that this Agreement is terminated for any reason, each party shall use its reasonable best efforts to provide for an orderly termination and cooperate with each other in minimizing the impact of the termination on the Student. Any registration or other fees covered by this Agreement already incurred by the Student remain the responsibility of the Sponsor. The Sponsor will not be responsible for any fees incurred after the effective date of the termination.

The Terms and Conditions continues on the next page.

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## Entire Agreement and Amendments

This Agreement constitutes the entire agreement between the Sponsor and the University pertaining to the sponsorship of the Student and supersedes all prior agreements, understandings, negotiations, representations, and discussions whether oral or written. This Agreement shall not be amended unless such amendment is in writing and signed by both parties.

## Severability and Waivers

If any provision of the Agreement is invalid or unenforceable in any circumstances, the remainder of the Agreement and the application of such provision in any other circumstances shall not be affected.

Failure by either party to insist upon the strict performance of any of the covenants, agreements, terms, provisions, or conditions contained in this Agreement or to exercise any election shall not be constructed as a waiver or relinquishment of such covenant, agreement, term, provision, or condition, but the same shall continue and remain in full force. No waiver shall be deemed to have been made unless expressed in writing.

## Notices

Any notice or other communication pursuant to this Agreement required or desired by a party shall be deemed to have been given (or received by the other party) on the date when delivered or sent by confirmed email, personal delivery, or three (3) business days after being sent by registered mail, postage pre-paid, to the Sponsor or the University at the addresses below:

ATHABASCA UNIVERSITY

Enrolment Services  
Office of the Registrar  
Athabasca University  
1 University Drive  
Athabasca, AB T9S 3A3  
Phone: 800-788-9041

Email: [enrol@athabascau.ca](mailto:enrol@athabascau.ca)

SPONSOR: \_\_\_\_\_

SPONSOR ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## Force Majeure

Delays in, or failure of performance by either party under this Agreement shall not constitute default hereunder or give rise to any claim for damages if and to the extent caused by occurrences beyond the control of the party affected, including, but not limited to, decrees of government, acts of God, strikes or other concerted acts of workers, fires, floods, explosions, riots, war, rebellion, sabotage, and atomic or nuclear incidents (Force Majeure), but lack of finances shall in no event be deemed to be a cause beyond a party's control. In the event that performance of this Agreement in the reasonable opinion of either party is made impossible by Force Majeure, then such party shall so notify the other in writing and the University shall either (a) terminate the Agreement, or (b) authorize the Sponsor to complete the performance of the Agreement with such adjustments as are required by the existence of the Force Majeure and are agreed upon by both parties.

To confirm their acceptance of the terms of this Agreement, the parties have hereunto affixed their signatures:

**Sponsor Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_