

Third-Party Billing Sponsorship Contract

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, Student, and Course Information		
Sponsor Billing Name	Sponsor Street Address	
City	Province	Postal Code
Sponsor Phone Number	Sponsor Email Address	
Student Name	Student ID	Student Email Address
CRN (Course Reference Number, e.g., 90642)	Course Start and End Dates	Course Fee (Required)

Freedom of Information and Protection of Privacy: The personal information you provide to Mount Royal University is collected under the authority of the PostSecondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta [(sections 33(a) and (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 and in compliance with data sharing agreements. Your personal information is protected and can be reviewed upon request. Further information is available at mtroyal.ca/FOIP. Questions can also be directed to the MRU FOIP Office at 4825 Mount Royal Gate SW, Calgary, AB, T3E 6K6, by phone at 403-440-7288, or through email at foip@mtroyal.ca.

This agreement has been executed by the parties on this ____ day of _____, 20 ____.

Sponsor Signature

Printed Name (Sponsor)

Student Signature

Printed Name (Student)

*MRU is deemed to have agreed to and executed this agreement upon registration of the student named above.

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 email 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 for Third-Party Sponsor Contracts can be made via:
 - a. **Visa or Mastercard** by calling 403.440.3833 (1.877.287.8001 toll-free) during business hours.
 - b. **Cheque** made payable to Mount Royal University and mailed to:
Continuing Education Registration
Mount Royal University
4825 Mount Royal Gate SW
Calgary, AB T3E 6k6
 - c. **Online banking** by following the steps below:
 - o Log in to your bank website (e.g. TD Canada Trust, Royal Bank, etc.)
 - o Add 'Mount Royal University - Tuition' as a new payee (name will vary from bank to bank)
 - o Enter the invoice number as your Mount Royal account number. The invoice number can be found in the right top corner of your electronic invoice that is emailed to you after registration is finalized.
 - o Allow 2-3 business days for bank processing.
 - o Email cestudentspons@mtroyal.ca when a payment has been made or if you have any questions.
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 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 liable to MRU for the payment of such Fees.
6. If the Sponsor fails to pay the invoiced amount within **30 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 Contracts for other students in the future.
7. Completed Third-Party Billing Sponsorship Contracts for Continuing Education courses can be emailed to cestudentspons@mtroyal.ca.