

Third-Party Billing Sponsorship Instructions

Mount Royal University will issue an invoice for Continuing Education course fees on behalf of a student who is sponsored by an outside organization, such as an Employer or a First Nation, as a service to students and sponsoring agencies.

Step 1

Download the Third Party Sponsorship Contract form and read the “Terms and Conditions” on the contract.

Step 2

“The Student” is required to provide the following information on the Third Party Sponsorship Contract form:

- Student Name
- Student ID Number (if known)
- Student Email Address (required for contact purpose)
- CRN (5 digit Course Reference Number)

XPRM 10101 - Introduction to Project Management

Delivery options: Online
Professional and Continuing Studies

Course description

Gain an understanding of project management. Examine the purpose of and context for the standards of project management and A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition. Discover the basic terminology of project management, the code of ethics and fundamental project management principles.

Applies towards:

[Management Development Extension Certificate](#) : Optional Courses
[Project Management Extension Certificate](#) : Required courses

Select a section to register

XPRM 10101 - 90450	Sep 11, 2023	Online	+
Available			
XPRM 10101 - 90449	Sep 15, 2023	Online	+
Available			

Step 3

“The Sponsor” is required to provide the following information on the Third Party Sponsorship Contract form:

- Sponsor Billing Name
- Sponsor Address
- Sponsor Email Address
- Authorized Signature of Approval

Step 4

Email the completed form to Continuing Education Registration at Mount Royal University:

cestudentspons@mtroyal.ca.

Step 5

CE Registration will contact the sponsor to process registration and provide Confirmation of Registration to the student.

Step 6

Once registration is complete, the sponsorship invoice will be sent to the Sponsor's email address provided on the Third-Party Billing Agreement.

Step 7

Third-Party Sponsorship Contracts must be paid within **30 days** from the invoice date. Payment for Third-Party Sponsor Contracts can be made via:

- **Visa or Mastercard** by calling 403.440.3833 (1.877.287.8001 toll-free) during business hours.
- **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
- **Online banking** by following the steps below:
 - Log in to your bank website (e.g. TD Canada Trust, Royal Bank, etc.)
 - Add 'Mount Royal University - Tuition' as a new payee (name will vary from bank to bank)
 - 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.
 - Allow 2-3 business days for bank processing.
 - Email cestudentspons@mtroyal.ca when a payment has been made or if you have any questions.

Freedom of Information and Protection of Privacy

The personal information you provide to Mount Royal University is collected under the authority of the Post-Secondary 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.