

Student Sponsorship Application Form

Authorization to Invoice

Instructions

The sponsoring agency must complete and sign this form, and return it prior to one of the following deadlines:

- If the sponsoring agency is paying the student's admission deposit, the form must be returned by the deposit deadline indicated in the offer of admission.
- If the sponsoring agency is not paying the admission deposit, the form must be received prior to the [Proof of Funding Deadline](#) for the intake being sponsored.

Terms and Conditions

1. Completion of this application authorizes MITT to invoice the sponsor for the student fees itemized in this form, up to the maximum total allowable dollar value of coverage identified in Section C. Submission of this Student Sponsorship Application form is considered to be a binding commitment for the sponsorship of the student.
2. In compliance with the Manitoba Freedom of Information and Privacy Act (FIPPA), MITT cannot release students' personal or academic information to a third party without the written consent of the student. If the sponsoring agency requires personal or academic information about the student being sponsored, the student must submit a [Consent to Release Student Information](#) form to MITT, authorizing the release of information to the sponsoring agency. If consent has been given, sponsoring agencies are asked to follow established processes to request student documents and information.
3. Application fees must be paid in full at the time of submission of the student's application. MITT cannot invoice the sponsor for application fees. If the sponsoring agency wishes to assist the student with the application fee, this must be arranged between sponsor and student.
4. If the sponsoring agency is paying the student's admission deposit, the Student Sponsorship Application form must be returned by the deposit deadline indicated in the offer of admission. If the Student Sponsorship Application form is unable to be provided by the deposit/offer deadline, the student must pay the admission deposit or the seat will be released. If the sponsoring agency is not paying the student's admission deposit, the deposit is the responsibility of the student and must be paid in full by the deposit deadline indicated in the students offer.
5. If the sponsoring agency is not paying the admission deposit, the sponsorship form must be received by the [proof of funding deadline](#). Failure to submit the form by the required deadline may result in the student being assessed late fees and/or the student admission being withdrawn for non-payment. For students applying after the proof of funding deadline, a sponsorship form must be submitted with the application.
6. MITT operates on a program basis and not on a term basis. As such, fees are charged for the full program and not on a term by term basis. The sponsor agrees to pay the full program fees at the time they are due.
7. Invoices will be sent to sponsors ten (10) days after the proof of funding deadline. Payment is due on the date indicated on the invoice. Due dates will be in October, for student starting in the Fall; in February, for students starting in Winter; and in June for students starting in Spring.
8. MITT reserves the right to withhold sponsorship(s) from sponsor(s) with outstanding balances more than 60 days. Students are responsible for all fees that are not provided by the sponsor.

Mail or Email completed form to:
Manitoba Institute of Trades and Technology,
130 Henlow Bay, Winnipeg, MB R3Y 1G4
admissions@mitt.ca



STUDENT SPONSORSHIP APPLICATION FORM

This form is to be completed by a Sponsoring Agency is willing to cover all and/or a portion of tuition and fees for a particular student. One application is required per sponsored student. **Email completed forms for payment processing to: admissions@mitt.ca.** Minimum processing time is five (5) business days. As an alternative, forms can be mailed to: Manitoba Institute of Trades and Technology, 130 Henlow Bay, Winnipeg, MB R3Y 1G4

SECTION A: Sponsoring Agency Information

Sponsor Name: _____

Primary Contact: _____ Primary Contact Title: _____

Primary Contact Email : _____ Primary Contact Phone Number : _____

Billing Address: _____

City/Town: _____ Postal Code: _____

SECTION B: Student Information

MITT Student ID: _____ (required)

Date of Birth (DOB): _____

Student Name: _____
Last Name (Family Name) First Name (Given Name)

SECTION C: Details of Sponsorship

Program Name: _____ Intake (e.g. Fall 2022): _____

Sponsoring Agency will cover (check all applicable boxes):

☐ Full Tuition (includes the deposit, if not already submitted by the applicant) and Mandatory Non-refundable Student Fees
(e.g. infrastructure and technology fee, award fund fee, Work Skills Foundations)

☐ Full Tuition Only (includes the deposit, if not already submitted by the applicant. Not including any mandatory fees)

☐ Partial Tuition (indicate amount covered): _____

☐ Mandatory Non-refundable Student Fees (e.g. infrastructure and technology fee, award fund fee, Work Skills Foundations)

☐ Program Specific Fees For a breakdown of fees by program, visit <https://mitt.ca/current-students/tuition-fees>.

Note: MITT is unable to invoice sponsors for textbook or supply fees. Please refer to the information posted:
<https://mitt.ca/currentstudents/textbooks> and <https://mitt.ca/current-students/supply-lists>.

Maximum Total Allowable Dollar Value of Coverage*: _____

**If a dollar value is not indicated, the sponsor is agreeing to pay for all fees noted above for the intake in question with no maximum applied.*

SECTION D: Sponsor Acknowledgement and Approval

By signing this form, I/we hereby acknowledge and comply with the Terms and Conditions of this agreement and agree to be invoiced for, and pay the Manitoba Institute of Trades and Technology, all charges pertaining to those fees indicated above, to the maximum amount where indicated.

Authorization Name: _____

Authorization Title: _____

Authorized Signature: _____

Date: _____

Last updated: March 2025