



## Sponsorship Letter Requirements for all Funded CPS Students

If an employer or organization wants to sponsor a student's course fees for any KPU CPS/faculty non-credit course, the following information is required from the employer **on official company letterhead**:

### Company/Sponsor Information:

- Company name
- Mailing address (including street address, city, province, postal code)
- Phone number
- Email address
- Website
- Date
- Contact name (first and last; **this is who the invoice will be addressed to**)
- Contact email
- Contact phone number

### Student Details:

- Name of student applicant (first and last)
- Personal email

### Course Information:

- Name and number of course/s being funded (e.g., Nurse Ready PNUR-9030-A76; Cross Connection Certification PTR-9007-C11; etc.)
- Dates of course/s being funded (e.g., Mar. 1-Apr. 30, 2021)
- Course fee/s

### Funding Details:

- Amount of funding (e.g., '100% of course fees+GST' or a dollar \$ value. Note: 100% sponsorship will always include GST cost)
- Expiration date of funding, if applicable

### Sponsor Approval:

- Sponsor's name and title
- Email and phone number
- Signature

Please have employers send the sponsorship letter with all of the details noted above, on company letterhead, to [cps@kpu.ca](mailto:cps@kpu.ca). The letter will be attached to the student's record and is required by KPU Finance in order to process the registration for funded students.

For more information, contact KPU's Continuing & Professional Studies (CPS) office at [cps@kpu.ca](mailto:cps@kpu.ca) or call 604.599.2020.