



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. 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.

As per our Service Standards, sponsorship applications received will be processed within three business days.

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