



Sponsorship Guidelines – How it Works

Application→Admission→Registration

- *Application* – If the student is applying to Grande Prairie Regional College for the first time, a \$70 non-refundable application fee must accompany the application (this is a one-time fee). The application process cannot proceed until all transcripts and/or forms have been received. Application to a program will be considered if the student meets the admission requirements.
- *Admission* – Once the application has been reviewed, a “Letter of Admission” will be sent to the student advising of the status of the application. Conditional Admission may be granted, if the student is required to provide information regarding the interim grades they are currently enrolled in.
 - Placement Assessment – Students may be required to complete a Placement Assessment. There is no cost for the placement assessment; although a placement assessment cannot be completed unless an application has been received.
- *Registration* – Registration is the process where the student enrolls in the individual course or courses within the program that they have chosen. An Academic Advisor will assist the student in the selection of courses relevant to their program of study.
 - If a funding agency would like to be billed directly for a student, we will require the agency to complete a Confirmation of Sponsorship form. Please be advised that students are also **required to pay a \$250 non-refundable deposit (\$500 for Perioperative Nursing and Harley-Davidson® Technician programs)** at the time of registration. Until this deposit is paid, students are not formally registered in classes. If the agency is willing to pay the tuition deposit, there is also an opportunity to indicate this on the Confirmation of Sponsorship form.

Questions & Answers

Q: How much are tuition, books and supplies going to cost?

A: We have provided an Estimated Program Cost for the upcoming academic year. It is organized by program of study for tuition, fees, and books on a yearly basis.

Q: What is a full-time student?

A: This refers to the number of credits (not courses) that the student is enrolled in. At GPRC, in order to be full-time status, they must be enrolled in a minimum 60% of a full course-load within their program of study. It is important that the sponsor define whether the student is required to attend on a full-time or part-time basis.

Q: Can the sponsor obtain information on the student?

A: GPRC is required to adhere to regulations per FOIP (Freedom of Information and Protection of Privacy Act). As a result, information regarding academic performance and progress, student attendance, registration details and the student account financial details will only be provided to sponsors if the student completes a "Release Form" and provides it to GPRC. There is also an "Information Release" section on the Confirmation of Sponsorship form that the student can complete.

Q: What about attendance?

A: GPRC does not take attendance. We encourage the sponsor to discuss options on how attendance can be obtained for their purposes. (eg, Attendance Worksheet provided by the student to the instructors for completion and submitted by the student to sponsor).

Q: How can I arrange a campus visit to see a student?

A: We encourage the sponsor to make arrangements to meet with the student directly. There is a meeting room available in the Friendship Centre (B205). Please call 780-539-2092 to make arrangements. Campus tours are also available upon request.

Please direct any questions or concerns to our Financial Aid Team:

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