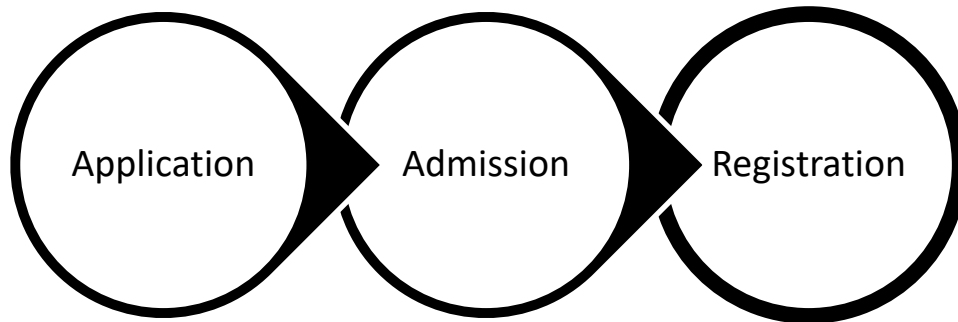




# Sponsorship Guidelines

## How it Works



### **Application**

If the student is applying to Grande Prairie Regional College, a \$70 non-refundable application fee must accompany the application. The application process cannot proceed until all transcripts and/or forms have been received, or until pre-program assessments or interviews have been completed as required for admission.

### **Admission**

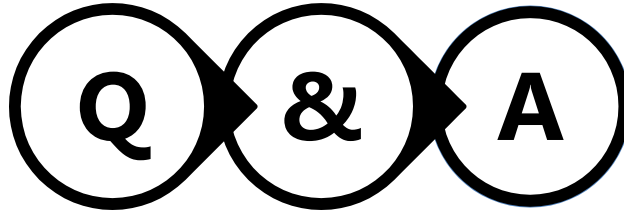
Once the application has been reviewed, a "Letter of Admission" will be sent to the student advising of the status of the application. Students can also log in to their "MyGPRC" account to check status. Conditional Admission may be granted, if the student is required to provide information regarding 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/processed.

### **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 at the time of registration. Until this deposit is paid, students are not able to register in classes. Completing this form for students confirms that your organization will be invoiced directly for all tuition and fees listed. Should the student choose not to attend, your organization will still be responsible for the registration deposit.



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

**A:** Please refer to the GPRC web page for updated information: [gprc.me/Tuition&Fees](http://gprc.me/Tuition&Fees).

**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, a student must be enrolled in a minimum of 9 credits. It is important that the sponsor define whether the student is required to attend on a full-time or part-time basis.

**Q:** Can GPRC give the sponsor information about the student?

**A:** GPRC is required to adhere to FOIPP (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 an Information Release Form and provide 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. (e.g., 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 one for the numbers below to make arrangements. Campus tours are also available upon request.

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

**Financial Aid**

Grande Prairie Campus  
Phone: 780.539.2845  
Fax: 780.539.2888  
E-Mail: [financialaid@gprc.ab.ca](mailto:financialaid@gprc.ab.ca)

**Indigenous Liaison**

Grande Prairie Campus  
Phone: 780.539.2020  
Fax: 780.539.2888  
E-Mail: [indigenous@gprc.ab.ca](mailto:indigenous@gprc.ab.ca)