

Sample Letter of Authorization for Part-time Studies



Today's date: _____

BCIT Student Information and Enrolment Services
3700 Willingdon Avenue
Burnaby, BC V5G 3H2

Phone: 778-331-1387 | Fax: 604-430-1331
Email: sponsorship@bcit.ca

Our company/agency would like to offer this letter of authorization for sponsorship of tuition fees for the following student(s):

Student Name	BCIT ID (Student #)

We are requesting to be invoiced for the following course(s):

Course Number	CRN	Course Title
Total Sponsored Amount (in Canadian funds)		\$
Comments:		

Please email invoice to:

Company/Agency	Contact Name
Address	Phone
Email*	Fax

**BCIT will send the invoice to this email address.
A hard-copy invoice can be mailed or faxed upon request.*

Signing Authority:

Name	Signature
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