

# 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](mailto:sponsorship@bcit.ca)

your  
company  
letterhead

**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):**

Term	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 / Title	Signature
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