

Contract #: \_\_\_\_\_

This form is to be completed when an external party will be providing payment for a student's tutorial services contract fee. Please ensure the form is completed in its entirety.

**STUDENT INFORMATION**

Name (first and last): \_\_\_\_\_

Student Number: \_\_\_\_\_

Course Code & Name: \_\_\_\_\_

**FUNDING INFORMATION**

The organization/group below is responsible for payment of the non-refundable tutorial services contract fee of \$50 for the student named above and will be issued an invoice for this amount by Nipissing University.

Cost Centre and Budget Line *(if internal)*: \_\_\_\_\_

Name of Funding Organization/Group: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below, I, \_\_\_\_\_, a representative of the funding organization/group above, confirm payment of the tutorial services contract fee will be provided to Student Financial Services, Nipissing University, and all contact information provided is correct and up to date.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

**Protection of Privacy**

The personal information on this form is collected under the authority of the Nipissing University Act, 1992. It is directly related to, and needed by the University, to provide support services to students while in the course of their studies at Nipissing University. The information will be used by employees of Student Learning and Transitions and/or Student Financial Services, and will not be disclosed to any third party without your consent. If you have any questions or concerns about the collection, use and disclosure of this information, please contact Student Development and Services, Nipissing University, 100 College Drive, North Bay, ON, P1B 8L7, 705-474-3450.