



Authorization to Invoice For Course(s)

Organizations, if you are paying for an employee(s) or clients(s) and want to be invoiced, please submit a Letter of Authorization to Invoice for Course(s). Follow the process outlined. Please allow additional time for the paperwork to be processed.

Fax a Letter of Authorization to Invoice for Course(s) to:

Douglas College
Office of the Registrar – Continuing Education
Rowen Brand
P.O. Box 2503
New Westminster, B.C. V3L 5B2
Fax #: 604.527.5696

Include the following:

- Issue on organization's letter head
- Signature of authorization required

Employee/Client Personal Information:

- Name, (legal names, no nicknames)
- Address, City, Postal Code
- Phone numbers, (work, home, cell)
- Date of birth
- Gender
- Email address

Course Information:

- Name of course(s)
- Start date of course(s)
- Course Registration Number(s) (CRN)
- Tuition Fee of course(s)

Information collected is confidential and only used to generate a permanent Douglas College record of learning/professional development. This information is collected under the authority of the College and Institute Act.