

Continuing Education Authorization to Invoice for Course(s), Books and Materials

Organizations, if you are paying for an employee(s) or clients(s) and want to be invoiced, please submit one Letter of Authorization to Invoice for Course(s), Books and Materials for each attendee. ** A separate sponsorship letter is required for each semester your employee or client attends. **

Follow the process outlined. Please allow additional time for the paperwork to be processed.

Email a Letter of Authorization to Invoice for Course(s), Books and Materials to:

Douglas College
Enrolment Services – Continuing Education
P.O. Box 2503
New Westminster, B.C. V3L 5B2
Email: cereg@douglascollege.ca

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 *required per provincial government
- Email address

Course Information:

- Name of course(s)
- Start date of course(s)
- Tuition Fee of course(s)
- **Include a maximum dollar amount for the Books and Materials**

Please Note: An account is set-up in the Douglas College Bookstore for the employee/client. Your Employee/client may email bookstore@douglascollege.ca to verify the account has been set up. For Bookstore hours and information, go to: bookstore.douglascollege.ca

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.