



Application for Company Sponsorship

Phone: 847-214-7380 • Fax: 847-214-7445

Student Information

Student Name _____ Street Address _____
 Student ID _____ City, State, Zip _____
 Birthdate _____ Phone _____

Term: _____

Course Prefix & Section	Tuition & Fees Amount	Books & Supplies Description	Books & Supplies Estimated Amount (plus tax, if applicable)
Example: ENG 101 100			

Note: The books & supplies amount is an estimated amount and subject to change. A registration fee of \$6 per semester also applies.

Student In-District Yes No Employer In-District Yes No Other: _____

Note: If student is not in-district but employer is, student must provide works-in-district verification to the registration office.

Student Agreement

- I authorize ECC to discuss my student record and submit an invoice to my employer. If my employer requires grades, I understand that it will be my responsibility to submit them.
- If my sponsorship is terminated or my sponsor does not pay within 30 days of the ECC billing date, I understand that I will be liable for these costs and will be billed accordingly. In the event my account remains unpaid 30 days after I am billed, it may be sent to a collection agency and an additional fee of \$35 will be added. I expressly consent to being contacted by ECC at the above phone number(s) for anything related to this sponsorship or my tuition and fees.
- Sponsorship termination or failure to attend does not constitute withdrawal from a course. I understand it is my responsibility to withdraw from the course in accordance with the ECC withdrawal policy. Visit elgin.edu/withdrawal to review the policy.

Student Signature: _____

Date: _____

Company Agreement

- The company agrees to pay for the approved courses and books & supplies listed above within 30 days of the ECC billing date. Invoices are typically sent 8 weeks after term begins. The company expressly consents to being contacted at the below phone number for anything related to this sponsorship.
- Upon receipt of the invoice, the company will notify ECC in writing of any employee whose sponsorship is terminated. Sponsorship may not be terminated after the class has ended.
- ECC shall provide refunds to the company, when applicable, in accordance with the published ECC Administrative Procedure 2.102 Refunds for Credit and Non-Credit Courses. For more information, see www.elgin.edu/refunds.
- If the student receives a grant or scholarship, please apply that first before this sponsorship: Yes No
- If the student receives a student loan, please apply that first before this sponsorship: Yes No

Company Name _____ Authorizer's Name _____
Street Address _____ Authorizer's Title _____
City, State, Zip _____ Authorizer's Phone _____
Authorizer's Email _____

Authorizer's Signature _____ Date _____

Please note that Elgin Community College reserves the right to deny any company sponsorship. In the event that a sponsorship is denied, the student will be contacted by ECC staff.