

S A M P L E

{Company Letterhead}

Date

Delta College Skilled Trades
1961 Delta Road, M128
University Center MI 48710

RE: Registration Authorization Form – STUDENT PAY

{Company Name} will sponsor the following individuals that are listed on this sponsorship letter and are participating in the Skilled Trades Apprenticeship Program for the identified semester.

Winter **Spring** **Fall**, Year: _____.

All costs including, tuition, course fees, books, and supplies will be the responsibility of the student.

Name	Student ID	Class	Student will pay for all costs.
<i>Example: John Doe</i>	<i>1234567</i>	<i>SKEL-101-WN310</i>	x

The students will be paying the cost of tuition, fees, books and supplies as indicated above. Please submit billing information to the student's home address.

_____ *{Company Name}* gives Delta College the authority to register the individual(s) listed above for classes.

OR

_____ *{Company Name}* will be responsible for registering the individual(s) listed above for classes.

Please feel free to contact me at *{Company Name}*, *{phone number}*, with any questions.

Sincerely,

{Signature of Official Authorizing Payment}

{Phone}

{Fax}

{E-mail}