I understand that as a sponsored student my company/agency may require access to confidential information as a condition of sponsorship. I understand that by completing this form I am agreeing to release the following information:

- Attendance records, which may include sign-in sheets or time clock reports.
- Academic integrity, which may include misuse of the time clock or cheating.
- Academic hardship, which may include excessive difficulties with certain areas of study such as math and reading.

I understand that this release of information will remain in effect for this semester.

STUDENT SIGNATURE

DATE

Further, I understand that as a sponsored student my company/agency may require access to my grades. I understand that by completing this form I am agreeing to release a progress report which will include modules start dates, completion dates, and grades (pass or incomplete).

I understand that this release of information will remain in effect for this semester.

STUDENT SIGNATURE

DATE

Students will register for modules per this authorization. They will receive incomplete grades for any modules not completed by the end of the semester. See reverse for instructions on calculating contact hours.

1. Students must complete a Program Orientation module for each program of study (INEL, INMT, etc.).
2. Billing authorizations for the next semester are due by the last day of classes in the current semester or when the student is ready to register for the next set of modules. Allow at least two weeks for the authorization to be processed.
3. Each semester sponsored students must complete the Kellogg Community College registration process online. Sponsored students will be billed for any modules they take that are not authorized.
4. The RMTC will invoice the company/agency for registered modules at the end of the semester. Companies will not be billed for incomplete modules.
5. All modules at the RMTC are competency-based. Students are not “passed” until they achieve the competency level established for the module (80%, 90%, or 100%). Competency levels are clearly stated in each module packet.
6. By returning the billing authorization form, the sponsor is authorizing Kellogg Community College to invoice the company/agency for training costs incurred by the student for the modules listed above.
INSTRUCTIONS FOR CALCULATING CONTACT HOURS

- Go to the main KCC webpage www.kellogg.edu
- Click on Academic Calendar
- Scroll down to the current semester to find the date when classes end
- Billing Authorizations are due by these dates

16 Number of hours you plan to attend per week
X 5 Number of weeks left in the semester
= 80 Total Contact Hours for the semester

Using your program outline count the number of contact hours for the next consecutive modules. List these modules on the billing authorization form.
Please make sure to consider holidays.
The RMTC is closed for two weeks in December and July and for one week in April.

Example

Student will be attending sixteen hours per week.
There are five weeks left in the semester.
16 x 5 = 80
Company may authorize INMA 2A through INMW 4B
Total contact hours authorized for the semester equal 77.

Add contact hours for INMA 2A through INMW 4B