

Print this document on letterhead of sponsoring agency

Date:

Please accept this letter as confirmation of our sponsorship in the amount of \$1,500 for (student's name) _____ to attend the CNA/HHA training at Fulton-Montgomery Community College, starting on _____.

As a sponsor, I agree to have the full cost of the training, \$1,500, invoiced to our organization. I further understand that once the training begins there are no refunds.

I understand that this course requires intensive study and mandatory attendance and participation in all classroom and clinical training. If the student meets the requirement for taking the NYS Certification Exam at the end of the training program, they will be scheduled for that test at the end of the training program.

In the case of any course challenges (absences, consistent non-passing grades or performance, etc.) related to this student, I understand that the course's primary instructor will notify me in a timely manner so that I and my organization can address and correct the situation.

Signature of person authorized to approve the sponsorship:

Agency Name: _____

Invoice should be billed to: _____

Agency mailing address: _____

Phone: _____ E-mail: _____