

EMAIL OPTION (TRANSCRIPT ONLY) – UNOFFICIAL TRANSCRIPT: (NO CHARGE)

I want this unofficial transcript to be emailed to: _____

NOTES OR SPECIAL INSTRUCTIONS FOR THIS REQUEST:

COURIER FEE SCHEDULE:

Additional fees for Courier services (based on 3 day delivery option):

*Delivery within Canada: \$25

*Delivery to the United States: \$40

*International Delivery: \$60

* Additional charges may apply due to currency exchange rates, service rates, and delivery location.

PAYMENT:

FEES: All fees are payable at time of request and are subject to change

TRANSCRIPTS: \$10 PER COPY	DIPLOMAS: \$20 PER COPY (both options include the cost of regular mail)
_____ # of transcript(s) x \$10 = _____	+ Additional fees (if applicable) _____ = _____ TRANSCRIPT FEES
_____ # of diploma(s) x \$20 = _____	+ Additional fees (if applicable) _____ = _____ DIPLOMA FEES
_____ TOTAL PAYABLE	

METHOD OF PAYMENT: Choose one

VISA/MASTERCARD/AMEX CASH DEBIT CHEQUE

CREDIT CARD #: _____ EXPIRY DATE (MM/YY): _____ CVV: _____

CARDHOLDER SIGNATURE: _____ TOTAL PAYABLE: _____

AUTHORIZATION:

I verify that this is my academic record and request for it to be delivered as indicated in this form. *(Unsigned requests will not be processed)*

Student Signature: _____ Date (DD/MM/YYYY): _____

FOR OFFICE USE ONLY

Received by: _____ Entered by: _____

Date Document(s) Released: _____ Refund: \$ _____

