

Document Order form

STUDENT INFORMATION							
First Name	La	ast Name	me				
Email Address		Telephone Number					
Home Address			City				
Province	Country		Postal/ZIP Code				

REQUEST DETAILS

Item	Qty	Fee	Mailing Options	Qty	Fee			
Confirmation of Enrolment Letter Select term: Fall Summer Summer		\$10.00	Rush processing, per item Pick up		\$15.00			
Official Transcript		\$10.00	Pick up Self Other Email to student (this option is only available for Confirmation of Enrolment letters) Fax to number		Free			
Confirmation of Graduation Letter (Duplicate)		\$10.00	 Mail to Student (address above) 					
Degree Parchment (Duplicate)		\$25.00	 Regular Mail Domestic Express Mail (within BC) Domestic Express Mail (Canada, outside BC) 		\$5.00 \$30.00 \$60.00			
Letter of Acceptance (Duplicate)		\$25.00	 Domestic Express Mail (curside Canada) International Express Mail (outside Canada) 		\$50.00			
Vinyl degree folder		\$25.00	 Mail to another institution or alternate address Regular Mail 		\$5.00			
□ Tuition Tax Receipt (T2202) (3+ previous years) <i>Tax year</i> :		\$5.00	 Domestic Express Mail (within Canada) Domestic Express Mail (Canada, outside BC) International Express Mail (outside Canada) 		\$30.00 \$30.00 \$60.00 \$50.00			
 Please Note: Orders are mailed or available for pick up after 3:00PM, two business days from the order payment date. 			Institution Name or Alternate Address					
Orders are processed after payment has been received.								
• Same day processing is not available. Orders with rush processing are mailed or available 24 hours from the order payment date and time.			Student ID at other Institution					
Mailing and rush fees are charged per item.								
• 1 piece of government-issued photo identification is required for pick up.			TOTAL	\$				
PAYMENT INFORMATION								
Cash Debit Personal Cheque	🗆 Wi	re Transfer	Money Order					
Credit [Card Type: 🗆 Visa 🗆 Mastercard	□ Amex]	Card	Number:	Expiry:	MM/YY			
STUDENT SIGNATURE								
Student Signature			Date					
OFFICE USE ONLY								
Verified by:			Date					
Payment received by:			Date					

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at http://www.alexandercollege.ca