

Main Campus - Burnaby

4805 Kingsway, Burnaby British Columbia, V5H 4T6, Canada Tel. 604-435 5815 Fax. 604-435-5895

Document Order form								
STUDENT INFORMATION								
First Name Last N		Last Name	t Name			Application or Student ID		
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 ☐ Winter		\$10.00	☐ Rush processing, per item ☐ Pick up ☐ Self ☐ Other ── ☐ Email to student (this option is only available for Confirmation of Enrolment letters) ☐ Fax to number ──				\$15.00	
☐ Spring ☐ Summer								
□ Official Transcript		\$10.00					Free	
□ Confirmation of Graduation Letter (Duplicate)		\$10.00	 □ Mail to Student (address above) □ Regular Mail □ Domestic Express Mail (within BC) □ Domestic Express Mail (Canada, outside BC) □ International Express Mail (outside Canada) 				\$5.00	
□ Degree Parchment (Duplicate)		\$25.00					\$30.00	
☐ Letter of Acceptance (Duplicate)		\$25.00					\$50.00	
□ Vinyl degree folder		\$25.00	 □ Mail to another institution or alternate address □ Regular Mail □ Domestic Express Mail (within Canada) □ Domestic Express Mail (Canada, outside BC) □ International Express Mail (outside Canada) 				¢r.00	
☐ Tuition Tax Receipt (T2202) (3+ previous years) Tax year:		\$5.00					\$5.00 \$30.00 \$60.00 \$50.00	
Please Note: Orders are mailed or available for pick up after 3: from the order payment date.	Institution Name or Alte	ernate Address						
Orders are processed after payment has been rec								
Same day processing is not available. Orders with mailed or available 24 hours from the order payn	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		Wire Transfer	☐ Money Order					
□ Credit [Card Type: □ Visa □ Mastercard □ Amex] Card Number: Expiry:MM/YY							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