



Date Requested: _____

Full LEGAL Name of Student:		Previous Name(s): <i>(if applicable)</i>	
Complete Current Mailing Address:	Number and Street Name		Student I.D.#:
	City Code	Province	Postal
Date of Birth (mm/dd/yy):			
Email Address:			Phone #:
School(s) Attended:	LBBC/LBS <input type="checkbox"/> CBS/CBC <input type="checkbox"/> Heritage <input type="checkbox"/>		Level: <input type="checkbox"/> College <input type="checkbox"/> Seminary
Program of Study:	Years Attended		Grad Year:
Student's Signature: <i>(required)</i> I hereby authorize the release of my transcript as listed below.			Date:

Mail directly to the following addresses:

School/Organization/Agency:			
Attention:			
Complete Mailing Address:	# / Street	City	Prov./State Postal Code/Zip

School/Organization/Agency:			
Attention:			
Complete Mailing Address:	# / Street	City	Prov./State Postal Code/Zip

I'm requesting an official transcript be:	(Select one):
<input type="checkbox"/> Emailed to:	
<input type="checkbox"/> Mailed to institution/organization listed above	<input type="checkbox"/> SEND transcript <i>(with normal processing of 5 business days)</i>
<input type="checkbox"/> Mailed to student at the above address	<input type="checkbox"/> HOLD for current term's final grades
<input type="checkbox"/> Picked up by student	<input type="checkbox"/> HOLD until degree conferred
<input type="checkbox"/> Other _____	<input type="checkbox"/> RUSH – via mail. Request completed within 24 hrs. This service cannot be guaranteed during peak or summer seasons.
Number of OFFICIAL copies: _____	<input type="checkbox"/> COURIER - This service cannot be guaranteed during peak or summer seasons.
Number of UNOFFICIAL copies: _____ (PDF only, emailed, no charge)	

<p>OFFICIAL TRANSCRIPT FEE & PAYMENT:</p> <ul style="list-style-type: none"> Free - Email a digital encrypted official transcript \$10 for first hard copy \$3 for each additional hard copy (must be requested at the same time) \$5 Rush – via mail; 24-hours of request being received. Rush service cannot be guaranteed during peak or summer seasons. \$20 Rush via courier - Rush service cannot be guaranteed during peak or summer seasons. <p>Please Note:</p> <ol style="list-style-type: none"> Transcript must be ordered by the student only. Transcript cannot be released until payment is <u>processed</u> by Finance. Transcript will not be issued if you have an outstanding account with the Business/Finance Office. You can put credit card # & expiry date on the form OR on our password protected message box at (519) 651-2869 ext. 220. 	<p>PAYMENT OPTIONS:</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Interac <input type="checkbox"/> Money Order</p> <p>Credit Card Number: _____</p> <p>Expiry Date: ____ / ____ CV # _____ (3 digit on back of card)</p> <p>Name on card: _____</p> <p>Total Amount Owng: _____</p>
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OFFICE USE ONLY:
Received on: _____ Payment received on: _____ Transcript completed by: _____ Date sent: _____ <input type="checkbox"/> email to confirm
Delivery Method: _____ Tracking # _____