



PARCHMENT REQUEST FORM

(DEGREE, DIPLOMA, or CERTIFICATE)

Personal & Program Information:

PLEASE PRINT

Degrees, Diplomas and Certificates are considered legal documents. **Please use your legal name.**

Student ID Number _____

Birth date _____

Surname _____ First _____ Middle _____

Previous name(s) if applicable _____

Contact – Phone: Home _____ Work _____ Email _____

Address _____

_____ Postal Code _____

Update Yes

Address? No

Programs(s) or Course(s) _____

Date of Program Completion _____

I request: ORIGINAL Parchment (no charge)

Note: Students enrolled in full-time (day) Degree or Diploma programs do not have to request their original parchment. Original parchments for Degree or Diploma programs will be issued at the Graduation Ceremonies.

Replacement Parchment (\$45.00) - parchments are only re-issued if lost or destroyed

Reason for Replacement _____

Student Signature _____ Date _____

Parchment Mailing Details:

Pick up Parchment (20-25 working days). **Picture I.D. Required**

Mail Parchment – Mailing address for parchment (if different from above):

_____ Postal Code _____

Policy Reference: A.6.1

Payment Options, if applicable:

Replacement Parchment \$ 45.00 (GST included); No charge for the initial "Original Parchment"

- Upon completion of this form please submit to the Cashiers Office (MA211 Heritage Hall) for processing.

Or

- Fax to (403) 284-7112. Please charge Credit Card (VISA or MasterCard):

Credit Card Type _____ Card Number _____ Expiry _____

Authorized Cardholder Signature _____

The personal information you provide on this form is collected under the authority of the Technical Institutes Act and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 32(c). This information will be used to ensure that the request for parchment is processed appropriately. Any questions concerning the collection of this personal information may be directed to the Customer Services Department (1301-16 Avenue NW, Calgary, AB T2M 0L4) and may be reached at (403) 284-7248.