

TRANSCRIPT REQUEST

Mailing Address

PREVIOUS NAME (IF APPLICABLE)	TODAY'S DATE
NAME	STUDENT ID #
ADDRESS	BIRTHDATE (MM/DD/YYYY)
CITY / PROVINCE / POSTAL CODE	TELEPHONE NUMBER

**OFFICE
of the
REGISTRAR**

Keyano College
8115 Franklin Ave.
Fort McMurray, AB
Canada

T9H 2H7

1-800-251-1408
Tel. (780) 791-4801
Fax (780) 791-4952

Website:
keyano.ca
E-mail:
registrar@keyano.ca

When shall we send your transcripts?

- Immediately (3 day Processing)
- Once final grades are posted.
- When certificate/diploma notation is added.

Where shall we send your transcripts?

- Hold for pick up (3-day processing)
- To my address above
- To the institution below

INSTITUTION NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

TELEPHONE

FAX

PLEASE READ CAREFULLY

Transcript forms must be completed in full. Payments for each request must be made before a transcript will be issued.

Transcripts are charged at \$10.00 + GST per copy
Parchments are charged at \$30.00 + GST

Students' records are confidential and transcripts are issued only upon request of the student.

Note: Transcripts &/or parchments will not be released if the requesting student has any outstanding fees or fines payable to Keyano College.

An official transcript must bear the Registrar's signature and College Seal. Do not break the seal on the envelope before submitting to other institutions.

Student Signature **Phoned or emailed**

_____ Total # of copies x 10.00 per transcript + GST
(3 day Processing)

_____ # of copies w/ fax x 20.00 per transcript + GST
(3 day Processing)

_____ # of cert / dipl x \$30.00 per parchment + GST
(Replacement parchments will be issued
at the end of each month)

FOR OFFICE USE ONLY

Subtotal \$ _____

GST \$ _____

Total \$ _____

Date issued: _____

Issued by: _____

REPLACEMENT PARCHMENTS

Will be issued at the end of each month.
\$30.00 (+ GST) each.

Program

Date First Issued

Method of Payment

- Money Order
- VISA
- MasterCard

CREDIT CARD NUMBER

EXPIRATION DATE

SECURITY CODE

CARD ISSUED TO

SIGNATURE

Phoned In

241410 – 40220

GST #R107566218

The personal information requested on this form is collected under the authority of Section 33 (c of Alberta Freedom of Information and Protection of Privacy Act for the purpose of registering students, contacting students and tracking enrolment statistics. Questions concerning the collection, use or disposal of this information should be directed to:

Registrar, Keyano College, 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7 Email: registrar@keyano.ca

White: Cashier

Yellow: Office of the Registrar

Pink: Customer