

WYCLIFFE COLLEGE

5 Hoskin Ave., Toronto, ON M5S 1H7 tel. 416-946-3530 fax 416-946-8309

REQUEST FOR TRANSCRIPT(S) OF ACADEMIC RECORD

Note: for Wycliffe College students only

(Please print)

STUDENT'S SURNAME: _____

Former surname if applicable: _____

GIVEN NAMES: _____

STUDENT NUMBER: _____

PROGRAM: _____

DATE OF ENTRANCE: _____

GRADUATED (check one): Yes ___/Year: _____

No ___/Last year registered: _____

SIGNATURE _____ DATE _____

TEL. NO. _____ EMAIL _____

Total number of copies requested: _____

Name and Address of Recipient(s) *(must be accurate and complete)*

1. _____

2. _____

Cost of Transcripts:

Payment is \$12 per transcript and you will be invoiced from the college with instructions on how to pay. This includes standard Canada Post cost within Canada or the USA

If you request courier or expedited delivery, please tick here

Expedited delivery required []

Additional costs will apply

Please read the "Conditions of Release" on the reverse side of this form.

**OFFICE OF THE REGISTRAR
CONDITIONS OF TRANSCRIPT RELEASE**

OFFICIAL TRANSCRIPTS

Official transcripts bear the seal of the College and the signature of the Registrar. Official transcripts must be sent directly to another university or college, or to an official of another institution or organization.

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts may be sent directly to the student. These will be stamped "ISSUED TO STUDENT".

AUTHORIZATION TO RELEASE STUDENT RECORDS

Student records are confidential: transcripts may be issued only at the express written request of the student. Transcripts will not be issued to, or at the request of, third parties without the prior authorization of the student.

OUTSTANDING FEES OR FINES

Transcripts cannot be issued for students with outstanding financial obligations to Wycliffe College, another TST member college, or the University of Toronto.

FEES & PAYMENT

The fee is \$12.00 for each transcript. There is no charge for transcripts sent to other offices within the Toronto School of Theology for internal use. Remittances are acceptable in cash, by cheque or VISA credit card payment. Cheques are payable to Wycliffe College.

THE APPLICATION FORM MUST BE ACCOMPANIED BY PAYMENT AND SHOULD BE SUBMITTED TO THE REGISTRAR'S OFFICE.