



# Columbia College Replacement Certificate/Diploma Request Form

Replacement Certificate - \$35.00 per certificate     Replacement Diploma - \$35.00 per diploma

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| 1. Replacement certificates/diplomas will be released to a third party only on presentation of written authorization from the student.   | <input type="checkbox"/> Hold for Pick Up |
| 2. Columbia College shall not be held responsible for meeting deadlines which are not those of Columbia College.   | <input type="checkbox"/> Mail Immediately |
| 3. Replacement certificate/diplomas are issued in the 'last name of record' at Columbia College. Requests to change a name must be supported by an attached copy of an official 'government issued' document, for example, a driver's license, birth or marriage certificate, etc. |   |
| 4. Replacement certificates/diplomas are normally processed in three to five business days.  |   |

**Print your name and address clearly.**

Last Name		First Name	
Address			
City	Province	Country	Postal Code

**Personal Information**

Student ID Number	Date of Birth	Former Name (If applicable)
(Area Code) Home Telephone	(Area Code) Business and/or Cell Phone Number	E-mail Address

**Indicate the Program and year you graduated**

Program	Year Graduated
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**Request #1**

**Request #2 (Complete if applicable.)**

Name of Person to whom replacement certificate/diploma is to be sent.	No. of Copies	Name of Person to whom replacement certificate/diploma is to be sent. (If different from Request #1)	No. of Copies
Person		Person	
Street Address		Street Address	
City	Province	City	Province
Country	Postal Code	Country	Postal Code

**Fees**

Total Fees  \$	Name of Cardholder	VISA/MasterCard#	Expiry Date (mm/yy)
	Payment received by other method: <input type="checkbox"/> Debit <input type="checkbox"/> Cash <input type="checkbox"/> Money Order		

**Student Signature**

Signature	Date
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The personal information collected on this form has been collected for the sole purpose of processing your request. The information is collected in accordance with the Columbia College privacy policy, as well as Alberta Personal Privacy legislation. If you have any questions about the collection or use of this information, please contact the Corporate Privacy Officer at (403) 235-9300. This form must be signed before we can process your request.

**A replacement certificate/diploma will not be issued if you have outstanding accounts with Columbia College.**