



# Transcript/Diploma Request Form – Cambridge Campus

- Student Records are strictly confidential and transcripts are issued only upon the written consent of the student. This form serves as consent and your signature **1** is required for any release of information.
- Please allow 10 business days for your request to be processed.
- Payment must be received prior to processing & shipping.
- Diploma, course outlines and/or descriptions are not included with your transcript and may be requested at additional cost.
- Submit completed form including payment:  
**By Mail:** 405 Maple Grove Rd Unit 4  
 Cambridge, ON N3E 1B6  
**By Fax:** (519) 650-5507  
**By email:** info@collegeofmassage.com
- In case of inaccurate and/or incomplete mailing address submission, the student will be held responsible for duplicate charges.
- Transcripts will **NOT** be sent via regular mail; they will be sent via xpresspost or email ONLY.

### PAYMENT OPTIONS:

Visa  M/C  Money Order

Cardholder's name

Credit Card Number

Expiry Date

Security #

Amount Authorized (please always include 13% HST)

Cardholder's Signature

Date: \_\_\_\_\_

### Campus Use Only

Processed by: \_\_\_\_\_

Received \_\_\_\_\_

Completed \_\_\_\_\_

Tracking #: \_\_\_\_\_

## SECTION I: Personal Information

Last Name

First Name(s)

Previous Name at time of graduation (if applicable)

Apt. #

Street Name & Number

City

Province

Postal Code

Telephone Number

E-mail

Graduation (MM/YY)

Campus attended

Student's Signature **1**

Today's date

## SECTION II: Request

### Amount

**Transcript Replacement**

Copies required \_\_\_\_\_ X \$25.00

**Course outline/description (if available)**

Copies required \_\_\_\_\_ X \$15.00

**Diploma Replacement**

Copies required \_\_\_\_\_ X \$75.00

**Rush Request**

(Less than 48 hrs processing time) + \$50.00

**Xpresspost** (Per Recipient) Canada \$20.00/ USA 35.00

(please always include)

**13% HST**

**TOTAL**

## SECTION III: Recipients (for more than two destinations please use an additional page)

1. Institution

Attention:

Unit #

Street Name & Number

City

Province/Country

Postal Code

Phone Number

2. Institution

Attention:

Unit #

Street Name & Number

City

Province/Country

Postal Code

Phone Number