Parchment Replacement Request Form

REGISTRAR & ENROLMENT SERVICES

IMPORTANT INFORMATION

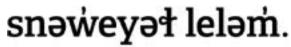
Please read and abide by the following:

Parchments are issued only in their original form. Copies are not available. Replacements for lost or damaged parchments will be issued by the Registrar upon receipt of a signed and dated letter with an explanation of what happened to the original parchment. If the replacement is for a damaged parchment, the original must be returned. Please refer to the Langara College Policy, F1001 for details.

Note:

Please write an explanation of what happened to the original parchment on the back side of this form. Replacement requests **will not be processed** without an explanation of what happened to the original.

STUDENT INFORMATION - to be completed by the student		
Langara ID:		
Legal last or family name:	Former last or family n	ame:
Legal first or given name(s):	Middle name(s):	
Address:		
City:	Province:	Country:
Email: Primary	y telephone:	Other telephone:
Name of credential awarded:		Year of graduation:
Date of birth (YYYY/MM/DD):		
DELIVERY OPTIONS		
☐ I will pick up my parchment		
☐ Mail to above address		
PROCESSING FEES		
Fees in Canadian dollars and non-refundable.		OFFICE USE ONLY RECEIVED/PAID STAMP
\$38.00 Regular Studies (five business days processing)		
SUBMIT COMPLETE FORM WITH CORRECT FEE		
In person with cheque, Visa or Mastecard: Registrar & Enrolm Building)	ent Services Office (T	
By mail with cheque: Payable to Langara College. Langara Col	llege, 100 West 49 th Ave.,	
Vancouver, BC V5Y 2Z6 Online at <u>feeportal.langara.ca</u> (search for Parchment Replace)	ment Request - Regular	Processed by: Date:





CIRCUMSTANCES OF REQUEST
Circumstances of request (No request for parchment replacement will be considered without explanation):
oncumotances of request (no request for parenment replacement win se considered without explanation).
RETURN OF DAMAGED PARCHMENT
I will drop off/mail to Langara my damaged parchment: Registrar & Enrolment Services Office, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6.
☐ I will drop off/mail to Langara my damaged parchment: Registrar & Enrolment Services Office, Langara College, 100 West
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☐ I will drop off/mail to Langara my damaged parchment: Registrar & Enrolment Services Office, Langara College, 100 West 49 th Avenue, Vancouver, BC V5Y 2Z6. ☐ I will explain why my parchment is not available to return:

