

Request for Parchment Replacement

Regular Studies

Processing Time: 5 Business Days

Fee: \$38.00

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 will be returned. From Policy F1001: www.langara.bc.ca/registration-and-records/pdf/F1001.pdf

TO BE COMPLETED BY STUDENT:

FULL NAME: _____

LANGARA ID: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE NO.: _____ EMAIL: _____

INSTRUCTIONS (check one):

Pick Up Regular Mail (no charge) Registered Mail: Within Canada (\$6.00) Outside Canada (\$15.00)

If not picking up:

Mail to above address Mail to following address

MAIL TO ADDRESS:

NAME OF CREDENTIAL AWARDED:

YEAR OF GRADUATION:

PAYMENT METHOD (check one):

Cash Cheque Visa Mastercard

Name on card: _____

Card #: _____ Expiry: _____

Cardholder's Signature: _____

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.

OFFICE USE ONLY:

Amount Paid/charged:

Processed by:

Date:

