# 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. If the replacement is for a damaged parchment, the original must be returned.
**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 name: _____
*(if applicable)*

Legal first or given name(s): _____ Middle name(s): _____
*(optional)*

Address: _____ Postal code: _____

City: _____ Province: _____ Country: _____

Email: _____ Primary 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.

☐ $38.00 (five business days processing)

**SUBMIT COMPLETE FORM WITH CORRECT FEE**

In person with cheque, Visa or Mastercard: Registrar & Enrolment Services Office (T Building)

By mail with cheque: Payable to Langara College. Langara College, 100 West 49th Ave., Vancouver, BC V5Y 2Z6

Online at feeportal.langara.ca (search for Parchment Replacement Request)

**OFFICE USE ONLY** RECEIVED/PAID STAMP

Processed by: _____ Date: _____

Langara.

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## CIRCUMSTANCES OF REQUEST

Circumstances of request (No request for parchment replacement will be considered without explanation):

## RETURN OF DAMAGED PARCHMENT

☐ I will drop off/mail my damaged parchment to Langara: Registrar & Enrolment Services Office, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6.

☐ I will explain why my parchment is not available to return:

## DECLARATION

☐ By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct and complete.

Langara.

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