

# SYLLABUS REQUEST

- Syllabus fees are paid upon submission of the syllabus request:
  - \$10.00 for one syllabus and \$8.00 for each additional syllabus ordered at the same time.
  - \$2.00/page Fax Service fee (Canada/US).
  - \$35.00 plus syllabus fee for courier within Canada; \$50.00 plus syllabus fee for courier with USA (non rush requests).

**A. Personal Information**

Full Legal Name \_\_\_\_\_  
LAST FIRST

Previous student name (if changed) \_\_\_\_\_

Permanent Address \_\_\_\_\_  
ADDRESS STREET CITY PROV/STATE POSTAL/ZIP

Phone (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Birth date \_\_\_\_\_ Attended from \_\_\_\_\_ to \_\_\_\_\_  
MONTH/DAY/YEAR YEAR YEAR

**B. Syllabus Request**

course name	course number	year/semester	# copies
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**C. Syllabus Delivery**

I will pick up my syllabus \_\_\_\_\_

Please fax my syllabus to: (\_\_\_\_) \_\_\_\_\_ Attention: \_\_\_\_\_

Please mail my syllabus to:  
 Name \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal/Zip \_\_\_\_\_

Please courier my syllabus (i) to the above address.

*(If syllabi are to be couriered, include the street address and phone number—PO boxes are not accepted by courier services. Incomplete addresses may cause mailing of syllabi to be delayed.)*

**Please print additional addresses on the reverse of this request form.**

**D. Payment:**

\_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE

If paying by Credit Card:  
 Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Name on Card \_\_\_\_\_  
 Cheque \$ \_\_\_\_\_

FOR OFFICE USE ONLY

Date received \_\_\_\_\_ By \_\_\_\_\_ Account Charged/Initials \_\_\_\_\_  
 Payment Received \_\_\_\_\_ AR Holds checked \_\_\_\_\_ Date Processed \_\_\_\_\_

