



1701 Elgin Rd.
 Victoria, BC V8R 5L7
 phone 250 595 9970
 fax 250 595 0779
ccpacanada.com

OFFICIAL TRANSCRIPT REQUEST

Transcript cost: \$10.00 per copy for standard processing (mailed within 5 business days)
 \$17.50 per copy for priority processing (mailed within 1 business day)

Please attach payment to this form. Submit to the registrar's office in-person at 1701 Elgin Rd., by fax, or email to registrar@ccpacanada.com

- Transcripts will not be issued to students who have not fulfilled their financial obligations to the College.
- ID is required for pick-up of transcripts at the Administration Office
- Transcripts will be released to a third party only with written authorization from the student
- Please note that the College is not responsible for any transcripts that are lost or delayed in the mail

The information provided on this form will be used by the Administrative Office to process transcript requests and to update our records.

PERSONAL INFORMATION

Last Name	First Name	Phone Number
Former Name (if applicable)	Date of Birth	Year of Graduation
E-mail:	Student #:	

PLEASE SELECT AN OPTION:

- Standard Processing
 Priority Processing

SEND COPIES TO:

# of Copies	Name of Institution		
	Address		
	City	Province	Postal Code
# of Copies	Name of Institution		
	Address		
	City	Province	Postal Code

Will pick-up Transcript(s) # of copies: _____ Pick-up date: _____

CREDIT CARD PAYMENT

Card Type <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Name of Cardholder	
Card #	Expiry Date	CVC Code (3-digit on back of card)

TRANSCRIPT FEE # of Transcripts _____ x \$10.00 = \$ _____

of Transcripts _____ x \$17.50 = \$ _____

AUTHORIZATION

I authorize the Canadian College of Performing Arts to release my transcript(s) record as specified on this request.

Signature _____

Date _____