



# Transcript/Certificate Request Form

- A charge of **\$10.00** is applied for each transcript or tax receipt requested.
- A charge of **\$25.00** is applied for each certificate or diploma requested.
- Documents cannot be issued if the student has any outstanding tuition fees or library costs.
- Due to the Freedom of Information and Privacy Protection Act, documents will only be issued upon receipt of student's signed request.
- Methods of payment accepted: **Visa, Mastercard, cheque, money order or cash** (do not send cash in the mail). Please note if you do not wish to include credit card information on this form you may phone in your credit card information to **Educational Administration** at **604.631.3060**.
- If you require notification when your document has been sent or if you require a copy of your credit card transaction please include your email address

### STUDENT INFORMATION (Please print clearly)

PROGRAM OF STUDY			
FIRST NAME	MIDDLE NAME	SURNAME	
ADDRESS			
CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY
PHONE NUMBER	E-MAIL ADDRESS		
ITEM REQUIRED (fill in number of copies)			
<input type="checkbox"/> Transcript(s) <input type="checkbox"/> Tax Receipt(s) <input type="checkbox"/> Certificate(s) <input type="checkbox"/> Diploma(s)			
TOTAL AMOUNT DUE	METHOD OF PAYMENT		
\$	<input type="radio"/> Visa	<input type="radio"/> Mastercard	<input type="radio"/> Cheque <input type="radio"/> Money Order
CREDIT CARD NUMBER			EXPIRY DATE (MM/YY)

### SEND TO (Please print clearly)

NAME			
ADDRESS			
CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please fax your request to:  
**604.685.5836**

Or scan and email this request to:  
**edadmin@vfs.com**

Mail this form to:

**VFS Educational Administration**  
Vancouver Film School  
200 - 198 West Hastings Street  
Vancouver BC V6B 1H2, Canada