

## STUDENT REQUEST FORM

Under the Freedom of Information Act, this form must be completed and signed in order to release/forward academic information.

- AP – Animation
- CA – Concept Art
- SA – Sequential Arts

**FULL PAYMENT MUST ACCOMPANY MAILED IN REQUEST**

**PLEASE PRINT INFORMATION**

Student ID: _____	Date: _____	_____ Program Year
Last Name: _____	First Name: _____	
Phone No: _____	Alternate Phone No: _____	
Email Address: _____		
Address: _____		
_____ City	_____ Province	_____ Postal Code

**GENERAL REQUEST** ((See back of form for more details and select the option that best applies))

**AUTHORIZATION**

I hereby authorize Max the Mutt™ Animation Inc. to process the above request without legal implication.

\_\_\_\_\_ DATE \_\_\_\_\_ STUDENT SIGNATURE

**TRANSCRIPT REQUEST**

Please forward Transcript(s) to the Institution address(es) below  
**(full mailing address required and along with any reference number, and contact names)**

Address: _____	# of copies	Address: _____	# of copies
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**DIPLOMA REQUEST**

\_\_\_\_\_ # of Copies Reissue  Diploma: Classical & Computer Animation & Production  
 Diploma: Illustration for Sequential Arts: Comic Books & Graphic Novels  
 Advanced Diploma – Concept Art for Animation & Video Games

**METHOD OF PAYMENT (NO PERSONAL CHEQUES)**

CASH     VISA (Credit Card)     MONEY ORDER     WIRE TRANSFER

<b>CREDIT CARD #</b>	<b>EXPIRY DATE</b>	<b>CARDHOLDER SIGNATURE</b>
<b>CARDHOLDER NAME (if different from above)</b>		

## STUDENT REQUEST FORM INFORMATION

Under the Freedom of Information Act, the Student Request Form must be completed and signed in order to release/forward academic information.

**FULL PAYMENT MUST ACCOMPANY THE STUDENT REQUEST FORM.**

**PLEASE PRINT INFORMATION ON REQUEST FORM**

REQUEST: (Select the option that applies to you)	FEES	PROCESSING TIMES
<input type="checkbox"/> Change of Personal Information	n/a	n/a
<input type="checkbox"/> Any document requiring school official seal: Educational Savings Plan/Fund Form	\$ 8.00 each copy + HST	1 week
<input type="checkbox"/> Confirmation of Enrollment *	\$ 10.00 each copy + HST	1 week
<input type="checkbox"/> Canadian Immigration Document*	\$ 10.00 each copy + HST	1 week
<input type="checkbox"/> Transcript Request*	\$15.00 each copy + postage + HST	1 week
<input type="checkbox"/> Replacement Diploma/Certificate	\$50.00 each copy + HST (incl. priority postage)	2 weeks
<input type="checkbox"/> Replacement Tax Receipt	\$15.00 each copy + postage + HST	1 week
<input type="checkbox"/> Replacement Tuition Fee Receipt	\$15.00 each copy + postage + HST	1 week
<input type="checkbox"/> Replacement of any School Manual	\$ 25.00 each copy + HST	2 weeks
<input type="checkbox"/> Replacement ID Card	\$ 10.00 each copy + HST	1 week

\*Provide all relevant details includes (name, address, fax#, and any reference numbers).

**MAIL COMPLETED FORM WITH PAYMENT ATTACHED TO:  
(please do not mail cash)**

**MAX THE MUTT™ COLLEGE OF ANIMATION, ART & DESIGN  
ATTENTION: ADMINISTRATION  
2944 DANFORTH AVENUE, SUITE 201  
TORONTO, ON M4C 1M5  
OR**

**FAX COMPLETED FORM WITH SIGNATURE TO:  
(416) 703-3930**

**NOTE: Call in with credit card information.**