

STUDENT REQUEST FORM

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

PLEASE PRINT INFORMATION			
Student ID: _____	Program: Animation	Concept Art	Sequential Arts
Program Year: _____			
Last Name: _____		First Name: _____	
Phone No: _____		Alternate Phone No: _____	
Email Address: _____			
Address: _____			
City _____	Province _____	Postal Code _____	

GENERAL REQUEST <small>(Include details below and indicate if you want it send via mail, PDF or both)</small>

REQUEST <small>(Select the option(s) that apply to you)</small>	FEES	PROCESSING TIME
<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 Enrolment*	\$10.00 each copy + HST	1 week
<input type="checkbox"/> Canadian Immigration Document	\$10.00 each copy + HST	1 week
<input type="checkbox"/> Official Transcript Request*	\$15.00 each copy + postage** + HST	1 week
<input type="checkbox"/> Replacement Diploma	\$50.00 each copy + HST (incl. priority postage)	2 weeks
<input type="checkbox"/> Replacement Tax Receipt	\$15.00 each copy + HST	1 week
<input type="checkbox"/> Replacement Tuition Fee Receipt	\$15.00 each copy + HST	1 week
<input type="checkbox"/> Replacement Student ID Card	\$25.00 each copy + HST	1 week

Please note that Processing Time is from when full payment is received and does not include mailing time.

**PDF Copies of Confirmation of Enrolment and your Transcript that are not printed, signed or stamped can be provided at no cost. PDF copies of Transcripts with no stamp are considered Unofficial Transcripts by most institutions. Ensure you double check the requirements of your institution.*

***Postage costs added for International requests only*

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TRANSCRIPT REQUEST

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

<u>Address:</u>	<u># of copies</u>	<u>Address:</u>	<u># of copies</u>

DIPLOMA REQUEST

of Copies _____
 Classical & Computer Animation & Production
 Concept Art for Animation & Video Games
 Illustration & Storytelling for Sequential Arts

METHOD OF PAYMENT (No Personal Cheques or Debit Cards)

Cash Credit Card (Visa or Mastercard only)
Debit or Visa/MasterCard Debit Cards are not accepted Money Order

Credit Card # Expiry Date CVV #

Name on Credit Card Signature of Cardholder

AUTHORIZATION

I hereby authorize Max the Mutt College of Animation, Art & Design to process the above request without legal implication.

Print Name Signature

Date

EMAIL COMPLETED FORM TO THE ATTENTION OF THE REGISTRAR: registrar@maxthemutt.com

OR MAIL TO:
MAX THE MUTT COLLEGE OF ANIMATION, ART & DESIGN
ATTENTION: REGISTRAR
2944 DANFORTH AVENUE, SUITE 201
TORONTO, ON M4C 1M5
CANADA

FULL PAYMENT MUST ACCOMPANY MAILED-IN REQUEST

For requests sent by email, payment must be made prior to the request being completed.