

TRANSCRIPT REQUEST FORM for William and Catherine Booth College (formerly Catherine Booth Bible College)

NAME AND ADDRESS TO WHICH THE OFFICIAL TRANSCRIPT IS TO BE MAILED:

Name

 Please send transcript:

Address, including Postal Code

Immediately

After Winter Semester Results (end of year)

Fax number, for facsimile requests

Number of copies to be sent (fee per trans.)

Official copies of transcripts are issued directly to Educational Institutions, Organizations or Third Parties. A separate request form is required for each mailing. A transcript is a complete, official academic record and is only updated at the above mentioned times. In mid-year, you may request a transcript to date or an interim grade report for the year in progress.

Transcript to be:	Transcript Fees:
<input type="checkbox"/> Mailed to institution/organization/third party at address above <input type="checkbox"/> Picked up in person by student in sealed envelope <input type="checkbox"/> Mailed to student (unofficial student copy) at address below	The fee for an Official Transcript is \$10.00 Fees to accompany this form Officer student transcripts for THQ are sent free of charge.

NAME AND ADDRESS OF BOOTH COLLEGE CURRENT OR PRIOR STUDENT REQUESTING OFFICIAL TRANSCRIPT:

Last Name, First Name and Initial

Address, including Postal Code

Former Name (If applicable)

Student's Signature

Date of Request

PAYMENT OPTIONS	CHEQUE	MONEY ORDER	INTERAC	CREDIT CARD
FOR CREDIT CARD PAYMENT				Please check one <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard

NAME OF CARD HOLDER: _____

ACCOUNT #: _____ EXPIRY: _____
(Month) (Year)

AMOUNT: _____ SIGNATURE: _____

Initial receipt of fees Amount paid Receipt # Date

Initial transcript sent sending via mail or fax Date