



DUPLICATE DEGREE REQUEST FORM

The following form must be completed and signed by the student in order for a duplicate certificate/diploma/degree to be released. Duplicate degrees will not be released if the student's financial account is not paid in full. The reprint date of the certificate/diploma/degree will be included on the reprint.

Student Name (First Middle Last):		ID # (if known):	Previous Last Name (if applicable):
Current Mailing Address (Street, City, Province, Postal Code):		Date of Birth (mm/dd/yyyy):	
		Years Attended Vanguard College: _____ to _____	
Phone Number:	Email Address:		Graduated From What Program:
Student Signature:			Date:
OFFICIAL DUPLICATE CERTIFICATE/DIPLOMA/DEGREE REQUEST <i>(The cost to make a duplicate is \$10)</i>			
To: <input type="checkbox"/> My address above in a sealed envelope OR <input type="checkbox"/> The address below:			
Institution:			
Attn:			
Address:			

Duplicate Degree Fees: Vanguard College accepts **cash, cheque, money order, or credit card (Visa or MasterCard only)**. Fees cannot be charged to a student account

Credit Card Number:													
Card Holder's Name				Expiry Date:			/			Security Code			

OR

- Cheque/money order enclosed
- Cash Payment

Total Transcript Fee:

FOR OFFICE USE ONLY

Received By: _____	Payment Date: _____	Receipt Number: _____
Processed By: _____	Date: _____	
Mailed By: _____	Date: _____	