



STUDENT REQUEST FORM

General 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

Requested Document		Fees	Processing Time
☐	Change of Personal Information	n/a	n/a
☐	Any document requiring school official seal: Educational Savings Plan/Fund Form	\$15.00 each copy + HST	1 Week
☐	Confirmation of Enrolment*	\$15.00 each copy +HST	1 Week
☐	Canadian Immigration Document	\$15.00 each copy +HST	1 Week
☐	Official Transcript Request*	\$20.00 each copy +HST \$25.00 each copy if mailed	1 Week
☐	Replacement Diploma	\$70.00 each copy + HST if mailed \$50.00 each copy + HST if pick up	2 Weeks
☐	Replacement Tax Receipt	\$15.00 each copy +HST	1 Week
☐	Replacement Tuition Fee Receipt	\$15.00 each copy +HST	1 Week
☐	Replacement Student ID Card	\$30.00 each copy +HST	1 Week

**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.*



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Transcript Request			
Please fill the following section if transcript[s] must be emailed to any institution. Please provide any reference number and contact name.			
Institution		Email	
# of Copies		Reference Number	
Address			

Diploma Request	
# of Copies	☐ Classical & Computer Animation & Production ☐ Concept Art for Animation & Video Games ☐ Illustration & Storytelling for Sequential Arts

Method of Payment	
☐ E-Transfer ☐ Paypal [+ 3% Charge]	Send E-Transfer to accounting@maxthemutt.com Send Screenshot confirmation and password to registrar@maxthemutt.com For Paypal, MTM Accounting will issue an invoice to you

Send completed form to registrar@maxthemutt.com