

Student Central Payment Form

This form is to accompany any documentation that is submitted to Student Central for completion.

PRIVACY: The personal information on the form is collected under the authority of the University of Western Ontario Act, 1982, as amended. The information is collected to process your request, settle the required fee payment, and for record-keeping purposes. For further information about this collection, use and disclosure of your information, please contact the Student Central Associate Registrar, Office of the Registrar, Western University, London, ON, N6A 3K7; 519-661- 2100.

FULL Name: _____ Student Number: _____
 Address: _____ Apt# _____ Buzz Code (for courier delivery only) _____
 City: _____ Prov/State: _____ Postal/Zip Code: _____ Country: _____
 Email Address: _____
 Daytime/Cell Telephone: (_____) _____

Service Requested:

- RESP Form
- Other Third Party Form
- Education/Graduation Verification
- Diploma Verification (must be sent with a black and white photocopy of the diploma)
- Student Card Replacement (distance programs only, copy of government issued photo ID required)
- Other: _____

Processing Instructions:

- Pick Up at Student Central
 - Send to my address above by: Mail Courier Service (additional fees apply)
 - Mail to RESP company (as indicated on RESP form)
 - Send to the address below by: Mail Courier Service (additional fees apply)
- Name/Dept. _____ Institution/Company: _____
 Street _____ Suite _____ Telephone: (_____) _____
 City _____ Prov/State _____ Postal/Zip Code _____ Country _____
- Fax to: (_____) _____ Attn: _____ (additional fees apply)

By signing below I certify that I am the student as stated and I authorize The University of Western Ontario to release the requested information.

Student Signature _____ Date _____
 (Release of Information must be completed in the Student Center for a third party to act on a student's behalf)

Student Central reserves the right not to complete a form based on the assumption of a falsified release, a negative seal on the student's record, or lack of identifying information. Note: Processing time may be longer than 4-5 business days during peak times.

FEES: All fees are payable at time of request and are subject to change.

| ITEM | FEE | AMOUNT |
|-----------------------------|---|--------|
| Forms | \$16.00 per form* | |
| Diploma copy verification | \$7.00 per copy | |
| Replacement Western ONECard | \$31.00 | |
| Courier Fees: | | |
| Ontario | \$23.00 | |
| Remainder of Canada | \$31.00 | |
| USA | \$44.00 | |
| International | \$65.00 | |
| Fax Fee | \$25.00 per fax number (Maximum of 3 unsuccessful attempts) | |
| | TOTAL | |

* There is no charge for completion of CPP forms

If paying by debit, cheque or money order do **not** fax your order. Visa/MasterCard Cheque/Money Order

Cardholder's Name as it appears on card _____ Cardholder's Signature _____

Credit Card #: _____ - _____ - _____ - _____ Expiry Date: ____/____