

Jane Norman College

Application for Academic Transcripts or Other Documents

An **official transcript or other document** (see below) will be sent upon receipt of:

- \$10.00 per document*
- \$25.00 if being sent outside of Canada or if you require the document be sent by registered mail*
- Processing times for Official Transcripts may vary depending upon enrollment dates, please allow up to 3 weeks for transcripts dating from 1994 onward and approximately 4-6 weeks for transcripts prior to the year 1994.

An **unofficial transcript and copies of a Diploma or Certificate** will be issued:

- At no charge
- Within 3 to 5 business days**

* Applications for official transcripts and confirmation letters will not be processed for any applicant with overdue fees on their past enrollment.

** Transcripts dated prior to 1994 will take longer to process. Copies of Diplomas or Certificates may not be available for years dated prior to 1998 so a confirmation letter will be issued instead and will also take longer to process.

Payment in Canadian currency can be made in person in the form of cash, debit, Visa or Mastercard and off-site options are money orders mailed to our Lorne Street location or Interac e-transfer (please see following document for e-transfer procedure).

Documents Requested (please check):

- Unofficial Transcript (Student Copy)
- Copy of Diploma or Certificate (Scanned)
- Official Transcript (in sealed envelope to student)
- Official Transcript (mailed directly to an educational institution or employer)

Last Name: _____ **First and Middle Initial:** _____

Name (if different) when you were a student: _____

Birth Date (yy/mm/dd): _____ **Dates of Enrollment:** _____

Email Address: _____ **Program of Study:** _____

Current Full Address: _____

_____ **Telephone Number:** _____

Name and full address of an institution or employer to whom you'd like an official transcript sent:

Delivery Request: Emailed Registered Mail

Student Signature (required) _____ **Date:** _____

FOR OFFICE USE ONLY Date Application Received: _____ Date Sent: _____

Amount Paid: _____ Method of Payment: _____ Confirmation Sent: _____

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Procedure for Interac E-Transfers

Interac e-transfers should be sent to the following **email address**:

epayments@janenorman.ca

Interac e-transfers should be sent with the following **security question and answer**:

The security question: “Year of the first graduating class”

The answer: “1978”

Alternate Answer if your bank will not accept 4 digits: “nineteen78”

(please put in the message that you have used an “Alternate Answer”)

Interac e-transfers will only be accepted if they meet the following criteria

- Students/parents/third parties paying on student tuition must reference their **student number and the student name**.
- Parents/grandparents/guardians paying childcare fees must include the **child’s first and last name** and **the program (i.e., DJN or ASP)**
- Individuals paying for upcoming workshops should reference the **payer name (the name of the account from which the Interac e-transfer will be made)** and **the workshop name**. Please note, workshop payments will only be accepted if the registration details are received by the College before the payment.
- Anyone wishing to pay for an official transcript, please indicate your full name and “transcript request” in the e-transfer description.

If any of the above elements are missing the Interac e-transfers must not be accepted/deposited and the account shall remain unpaid/outstanding