



KAWARTHA LAKES BIBLE COLLEGE OFFICIAL TRANSCRIPT REQUEST

TRANSCRIPT POLICY

Transcripts of academic records are released upon written request and the receipt of payment. Please print and mail the completed form, along with a cheque or money order for the required transcript fee. The transcript fee is \$5 for the first transcript plus \$2 for each additional transcript.

Kawartha Lakes Bible College

Registrar's Office
Box 1101, Peterborough, ON
K9J 7H4

- Please allow up to five days for transcripts to be processed
- Please note that transcripts will not be released if your KLBC account is outstanding
- Transcripts are sent by first class mail

REQUESTED BY

DATE OF REQUEST		OUAC REFERENCE # (IF APPLICABLE)	
<input type="text"/>		<input type="text"/>	
NAME		NAME WHILE AT KLBC (IF DIFFERENT)	
<input type="text"/>		<input type="text"/>	
ADDRESS			
<input type="text"/>			
CITY	PROVINCE	POSTAL CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

SIGNATURE

NOTE: STUDENT RECORDS ARE CONFIDENTIAL AND TRANSCRIPTS WILL ONLY BE PROCESSED IF REQUEST FORM IS SIGNED BY THE STUDENT

REQUEST DETAILS

Check the following items:

<input type="checkbox"/> CURRENT STUDENT	<input type="checkbox"/> TRANSCRIPT FEES ENCLOSED
<input type="checkbox"/> LAST YEAR OF ATTENDANCE: <input type="text"/>	<input type="checkbox"/> SEND TRANSCRIPT IMMEDIATELY
<input type="checkbox"/> HOLD FOR CURRENT SEMESTER'S GRADES	<input type="checkbox"/> TOTAL NUMBER OF TRANSCRIPTS: <input type="text"/>

FOR OFFICE USE ONLY

PAYMENT RECEIVED	DATE SENT	SENT BY
<input type="text"/>	<input type="text"/>	<input type="text"/>

FORWARD TRANSCRIPTS TO

DESTINATION ONE

NAME			NUMBER OF TRANSCRIPTS
ADDRESS			
CITY	PROVINCE	POSTAL CODE	

DESTINATION TWO

NAME			NUMBER OF TRANSCRIPTS
ADDRESS			
CITY	PROVINCE	POSTAL CODE	

DESTINATION THREE

NAME			NUMBER OF TRANSCRIPTS
ADDRESS			
CITY	PROVINCE	POSTAL CODE	