

## APPLICATION FOR REPLACEMENT CERTIFICATE/DIPLOMA

Replacement Fee: \$15.00 for Program Certificate/Diploma  
\$5.00 for Course Certificate

**NAME:**

\_\_\_\_\_

Last (Family) Name

\_\_\_\_\_

Former Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Phone Number

**ADDRESS:**

\_\_\_\_\_

Number

\_\_\_\_\_

Street

\_\_\_\_\_

Apt.

\_\_\_\_\_

City

\_\_\_\_\_

Province

\_\_\_\_\_

Postal Code

**STUDENT #:**

\_\_\_\_\_

**TELEPHONE:**

\_\_\_\_\_

**PROGRAM OF STUDY:**

\_\_\_\_\_

**CAMPUS:**

\_\_\_\_\_

**GRADUATION YEAR:**

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**Payment Methods:**

We encourage you to pay for your tuition using one of the following methods:

**At your bank:** Fees can be paid through all major Financial Institutions using online or telephone banking. You will need to set up 'St. Clair College' as a payee. The account number is your student ID with an extra "0" at the front making it 8 digits.

**By Mail:** Return your Tuition Payment Form via Canada Post: St. Clair College, Registrar's Office, Room 166, 2000 Talbot Rd. West, Windsor, ON N9A 6S4.

**In person:** Visit the Registrar's Office in Windsor or Chatham to make your payment in person. Cash, Interac, and Cheque or money order payable to St. Clair College will be accepted. For your convenience drop boxes are located at both the Windsor and the Chatham campuses.

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