

Parchment Replacement Request Form

REGISTRAR & ENROLMENT SERVICES

IMPORTANT INFORMATION

Please read and abide by the following:

Parchments are issued only in their original form. Copies are not available. Replacements for lost or damaged parchments will be issued by the Registrar upon receipt of a signed and dated letter with an explanation of what happened to the original parchment. If the replacement is for a damaged parchment, the original must be returned. Please refer to the Langara College [Policy F1001](#) for details.

Note:

Please write an explanation of what happened to the original parchment on the back side of this form. Replacement requests will not be processed without an explanation of what happened to the original.

STUDENT INFORMATION - to be completed by the student

Langara ID: _____

Legal last or family name: _____ Former last or family name: _____
(if applicable)

Legal first or given name(s): _____ Middle name(s): _____
(optional)

Address: _____ Postal code: _____

City: _____ Province: _____ Country: _____

Email: _____ Primary telephone: _____ Other telephone: _____

Name of credential awarded: _____ Year of graduation: _____

Date of birth (YYYY/MM/DD): _____

DELIVERY OPTIONS

I will pick up my parchment

Mail to above address

PROCESSING FEES

Fees in Canadian dollars and non-refundable.

\$38.00 Regular Studies (five business days processing)

SUBMIT COMPLETE FORM WITH CORRECT FEE

In person with cheque, Visa or Mastercard: Registrar & Enrolment Services Office (T Building)

By mail with cheque: Payable to Langara College. Langara College, 100 West 49th Ave., Vancouver, BC V5Y 2Z6

Online at feeportal.langara.ca (search for Parchment Replacement Request - Regular

OFFICE USE ONLY RECEIVED/PAID STAMP

Processed by: _____ Date: _____

CIRCUMSTANCES OF REQUEST

Circumstances of request (No request for parchment replacement will be considered without explanation):

RETURN OF DAMAGED PARCHMENT

I will drop off/mail to Langara my damaged parchment: Registrar & Enrolment Services Office, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6.

I will explain why my parchment is not available to return:

DECLARATION

By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct and complete.