

## APPLICATION FOR REPLACEMENT CERTIFICATE/DIPLOMA

Replacement Fee: \$15.00 for Program Certificate/Diploma NAME: Last (Family) Name Former Last Name Middle Name First Name Date of Birth Phone Number ADDRESS: \_\_\_\_\_ Number Street Apt. City Province Postal Code STUDENT #: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ EMAIL: PROGRAM OF STUDY: CAMPUS: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

## **Payment Method:**

- 1. Select Pay a bill
- 2. Click "Add a payee"
- 3. Then add "St. Clair College-Tuition" as the payee
- 4. Your account # is your student number, which is 7 digits -- remove the "W" in front (if 8 digits are required, please add an extra zero to the front)

DATE:

- 5. Enter the amount you wish to pay
- 6. Click "ok"

Please allow 3-5 business days for the college to receive your payment

SIGNATURE: