

**DIPLOMA/CERTIFICATE REPLACEMENT FORM**

PLEASE ALLOW 4 – 6 WEEKS FOR PROCESSING

<p><b>THE SQUARE – STUDENT SERVICES</b>          135 Fennell Ave. West          P.O. Box 2034          Hamilton, ON L8N 3T2          Phone: (905) 575-2000 or toll-free 1-866-410-4795          Fax: (905) 575-2109</p>	<p><input type="checkbox"/> <b>MAIL</b> Diploma/Certificate Replacement to address below</p> <p><input type="checkbox"/> <b>PICK-UP</b> Diploma/Certificate Replacement at The Square – Student Services          Room C102, Fennell Campus</p> <p style="text-align: center;"><b>NOTE: ID must be presented for pick-up</b></p>
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NAME: [FIRST, MIDDLE, LAST]	STUDENT #	PREVIOUS NAME (IF APPLICABLE)
STREET ADDRESS:	CITY:	POSTAL CODE:
DATE OF BIRTH:	HOME PHONE #:	ALTERNATE PHONE #:
NAME OF PROGRAM FROM WHICH YOU GRADUATED:		DATE GRADUATED:
SIGNATURE:		DATE:
<b>Fee: \$30.00</b> Payment by: <input type="checkbox"/> Debit or Cash (in person only) <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card (complete information below)		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	EXPIRY DATE	CARDHOLDERS SIGNATURE:
<b>FOR INTERNAL USE ONLY</b> <input type="checkbox"/> GRADUATE STATUS CONFIRMED <i>(do not accept payment until confirmed)</i>		DETAIL CODE: TR04
FEE COLLECTED BY:	DATE:	<input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> CREDIT CARD