



# Saskatoon School of Horticulture

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Saskatoon SK S7M 5J6

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## DOCUMENT REQUEST FORM

It is the student's responsibility to ensure that their record is complete to their satisfaction prior to ordering any documents.

A separate request must be made for each document. Copies of the same document can be requested all at once.

If you wish to request a transcript, please complete and submit the Transcript Request Form.

Allow three working days from receipt of this completed form for requested document production.

### Student Information:

Name (Print – Last, First, Middle)	Student Number
Name Used During Last Term Attended (Print – Last, First, Middle)	Date of Birth
Mailing Address	Last Term Attended & Year
Phone Number	Date of Graduation (if applicable)

### Request:

- T2202A (Tax Year: \_\_\_\_\_)                       Student Card  
 Receipt of Payment *Please specify:* \_\_\_\_\_                       Other *Please specify:* \_\_\_\_\_  
 \_\_\_\_\_  
 Letter of Acceptance                      \_\_\_\_\_

### Delivery Instructions:

Mail Requested Document(s) to: (Print full name of person, department or institution to which requested form is to be sent. Please give correct address in full below.)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Courier Document(s) to\*: (Print full name of person, department or institution to which transcript is to be sent. Please give correct address in full above.)

I will pick up my requested document(s). (Only the student may pick up the requested document(s) unless authorized)

I will have some else pick up the requested document(s). *See next box below.*

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**Release of Information:**

I authorize \_\_\_\_\_ to pick up my requested document(s) from the Saskatoon School of Horticulture.

**Please Note:** Photo identification is required to pick up documents.

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**\*Courier Charges**

The following courier charges are in addition to the cost of your requested document.

Courier charges apply for each separate address where the courier is selected as a delivery method.

- Canada \$15
- US \$25
- International \$50

**Note:** Courier delivery requires a street address and telephone number.

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**Document Request Policies**

Student who wishes to request a copy of any document must adhere to the following policies and procedures:

1. Student must submit a completed FORM/LETTER REQUEST FORM
  2. Required fee(s) must accompany form at time of submission.
    - \$20 for first copy, \$7 for each additional copy ordered at same time
    - Rush order (1 day) is an additional \$5 per copy
  3. The fee for form requests is non-refundable
  4. Any forms/letters are not issued until all outstanding accounts with the Saskatoon School of Horticulture are paid.
  5. The Saskatoon School of Horticulture will not be held responsible for meeting deadlines or ensuring delivery.
  6. Requested forms will not be released to a third party without your authorization.
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**Document Request Total:**

# of copies <b>1</b>	@ \$20/copy	= \$20
# of copies	@ \$7/copy	= \$
# of copies	@ \$5/copy (Rush)	= \$
Total Courier Charges		= \$
Total Cost of Order		= \$

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**Authorization:**

I have read and fully understand the information and options presented on this form, and if applicable, I hereby authorize the Saskatoon School of Horticulture to release the requested document(s) to the above stated individual.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

<input type="checkbox"/> Date Received: _____
<input type="checkbox"/> Document Fee Paid
<input type="checkbox"/> Acct. Clear Intl: _____
<input type="checkbox"/> Acct. Not Clear Amt Due \$ _____ Intl: _____
<input type="checkbox"/> Verified by: _____
<input type="checkbox"/> Date Mailed: _____
<input type="checkbox"/> Picked up by: _____ Date: _____