

Student Central Payment Form

This form is to accompany any documentation that is submitted to Student Central for completion.

FULL Name: _____ Student Number: _____

Email Contact: _____

Cell Phone: _____

Service Requested:

- Third Party Form
 Other: _____

Processing Instructions:

- Pick-up at Student Central
 Send to email: _____
 Send to the below address by: Mail Courier Service (*additional fees apply*)

Name/Dept: _____ Institution/Company: _____

Street: _____ Suite: _____ Telephone: (____) _____

City: _____ Province/State: _____ Postal Code: _____ Country: _____

By signing below, I certify that I am the student as stated and I authorize The University of Western Ontario to release the requested information.

Student Signature: _____ Date: _____

**Please sign with a signature and not your typed name.*

(Release of Information must be completed in the Student Center for a third party to act on a student's behalf)

Student Central reserves the right not to complete a form based on the assumption of a falsified release, a negative seal on the student's record, or lack of identifying information. **Note:** Processing time may be longer than 4-5 business days during peak times.

Fees:

All fees are payable at the time of request and are subject to change.

Item	Fee	Amount
E-forms	\$30.00 per emailed form	
Paper forms	\$40.00 per copy	
Diploma Authentication	\$20.00 per copy	
Courier Fees: Ontario	\$50.00	
Remainder of Canada	\$55.00	
USA	\$60.00	
International	\$120.00	
TOTAL:		

Purple Pay Reference Number: _____

PRIVACY: The personal information on the form is collected under the authority of the University of Western Ontario Act, 1982, as amended. The information is collected to process your request, settle the required fee payment, and for record-keeping purposes. For further information about this collection, use and disclosure of your information, please contact the Student Central Associate Registrar, Office of the Registrar, Western University, London, ON, N6A 3K7; 519-661-2100.