Office of the Registrar
Student Central WSSB 1120
Western University
London, Ontario N6A 3K7

Student Central Payment Form

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

Telephone: (519) 661-2100
Fax: (519) 850-2590

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.

FULL Name:_____ Student Number: |___|___|___|___|___|___|___|___|___|___|

Address:_____ Apt#_____ Buzz Code (*for courier delivery only*)_____

City:_____ Prov/State:_____ Postal/Zip Code:_____ Country:_____

Email Address: _____

Daytime/Cell Telephone: (_____)_____

Service Requested:

- ☐ RESP Form
- ☐ Other Third Party Form
- ☐ Education/Graduation Verification
- ☐ Diploma Verification *(must be sent with a black and white photocopy of the diploma)*
- ☐ Student Card Replacement (*distance programs only; copy of government issued photo ID required*)
- ☐ Other:_____

Processing Instructions:

- ☐ Pick Up at Student Central
- ☐ Send to my address above by: ☐ Mail ☐ Courier Service (*additional fees apply*)
- ☐ Mail to RESP company (*as indicated on RESP form*)
- ☐ Send to the address below by: ☐ Mail ☐ Courier Service (*additional fees apply)*

  Name/Dept._____ Institution/Company: _____

  Street _____ Suite _____ Telephone: (_____)_____

  City _____ Prov/State _____ Postal/Zip Code _____Country _____

- ☐ Fax to: (_____)_____Attn: _____ (*additional fees apply*)

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_____
(*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 time of request and are subject to change.

ITEM	FEE	AMOUNT
Forms – Standard Processing Time	$16.00 per form*	
Forms – In Person On The Spot	$20.00 per form*	
Diploma copy verification	$7.00 per copy	
Replacement Western ONECard	$31.00	
Courier Fees: Ontario Remainder of Canada USA International	$23.00 $31.00 $44.00 $65.00	
Fax Fee	$25.00 per fax number (Maximum of 3 unsuccessful attempts)	
**There is no charge for completion of CPP forms.*	TOTAL	

If paying by debit, cheque or money order do <u>not</u> fax your order. ◯ Visa/MasterCard ◯ Cheque/Money Order

Cardholder's Name as it appears on card _____Cardholder's Signature _____

Credit Card #: ____|____|____|____|—|____|____|____|____|—|____|____|____|____|—|____|____|____|____| Exp. Date: _____/_____ CVV#:___|___|___|