

Syllabus Request Form

When transferring to other institutions students sometimes need to submit copies of their Columbia syllabi. If copies are requested, this form must be completed and a processing fee will be assessed. Syllabi fees at \$2.50 per syllabus are paid upon submission of the syllabi request form.

Completed forms are to be emailed to academics@columbiabc.edu.

A. Personal Information

Full Name _____

Previous Student Name (if applicable) _____

Phone _____ E-mail _____

Mailing Address _____

Attended Columbia from _____ to _____
year year

B. Syllabi Request and Delivery

Courses for which syllabi required (please include course number & name): _____

_____ I will pick up my syllabi at the Main office in the Resource Centre.

_____ Please Mail my syllabi to:
Name and address of University/College

C. Payment method, \$2.50 for each requested syllabus:

Cash Debit Cheque/Money order Visa MasterCard

Card # _____ Expiry date _____

Name on Card _____