



Print Letter Request Form

ATHABASCA UNIVERSITY STUDENT ID NUMBER

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Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada/US: 1.800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174

On September 1, 2011, Athabasca University converted all print letters that are were accessible via the e-letter delivery method to the e-letter format. If you would still prefer to receive these letters in a print format delivered via letter mail, you will need to fill out this form and pay the required fee.

Mailing Information

(please print)

Name: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

Country: _____ Postal/Zip Code: _____
COUNTRY POSTAL/ZIP CODE

Telephone: () _____ () _____
RESIDENCE BUSINESS

Email: _____

Note: Letters available as e-letters are Athabasca University's preferred method of delivery. They are timely and without charge. To see a complete list of letters that are currently available as e-letters, please see this page:

I would like to receive printed letters as my letter delivery method from Athabasca University. I understand that I will be assessed a one-time non-refundable fee of \$10 for this service. I understand that if at any time I decide to go with the default of receiving letters by e-letter, I will not be reimbursed for my \$10.

registrar.athabascau.ca/
 OROShelp/?page=eletters#welcome

Signature: _____ Date: _____

Payment

You may use your credit card, money order, or cheque to pay Athabasca University fees. Please do not send cash in the mail. Post-dated cheques are not accepted. Do not send confidential information via email. Email messages are not secure. Refer to a current *Calendar* for fee information, calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php

Name: _____ Address: _____
STUDENT ID NUMBER (if applicable)

_____ POSTAL/ZIP CODE

VISA® MasterCard® AMERICAN EXPRESS®

_____ / _____
EXPIRY DATE

The personal information collected on this form will be used for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.

Where incorrect fees are listed, Athabasca University will automatically charge your account with the correct amount.

DESCRIPTION	AMOUNT CHARGED
Print letter fee	\$10
TOTAL	\$10

Signature: _____ Date: _____