



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
 enrol@athabascau.ca

On September 1, 2011, Athabasca University began using an e-Letter format for sending students mail and notification via myAU. If you would still prefer to receive these letters in a print format delivered by letter mail, 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

PRIMARY PHONE SECONDARY PHONE

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

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.

Signature: _____ Date: _____

Payment

If paying by e-transfer or credit card, first submit this completed form to enrol@athabascau.ca, then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

e-transfer*: include the following information here:

LIST FEES TO PAY	
FEES SUBMITTED	

NAME ON E-TRANSFER ACCOUNT _____

DATE OF TRANSFER _____

* If paying by e-transfer, **transfer to: finar@athabascau.ca** Please include the following in the message box of your bank transfer (if applicable): **student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.**

- Credit card (Visa or MasterCard)**: You are strongly encouraged to complete and submit forms and pay fees online through myAU. If you are unable to use the portal and must submit this PDF by email, call 1-800-788-9041 to be transferred to Enrolment Services to give your credit card number over the phone. Do not send confidential information via email. Email messages are not secure.
- Other**: You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

If you require assistance or have further questions about payment, please call 1-800-788-9041

Refer to a current *Calendar* for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

The personal information collected on this form will be used to process your request and 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 for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.