



STUDENT INFORMATION

Student ID: _____

Legal Last name: _____ Legal First Name: _____

Former name(s): _____ Date of Birth: _____

Current Mailing Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____

Personal Email: _____

It is your responsibility to ensure that you have provided accurate contact information as this information is used to process all requests.

OFFICIAL FORM REQUEST

Program name: _____

Certificate Diploma ELL/Upgrading Open Studies/Continuing Education

Send my form via email to my personal and BVC email addresses and I will forward the form to my provider.

I want to be notified and pick up the form from Office of the Registrar and do not want the form sent via email.

I want the form to be emailed directly to my RESP provider and I want to be copied in the email.

Email Address for Provider is required

*** The email address for the provider is required. All Service Canada CPP forms are for pick up or email only. We do not mail or email forms to Service Canada.**

STUDENT AUTHORIZATION

Student Signature: _____ Date: _____

INTERNAL USE ONLY Processed by: _____ Date Received: _____

Consent Regarding My Personal Information

The personal information collected on this form or in conjunction with this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta) and the Post-secondary Learning Act (Alberta). This personal information is required to administer my enrolment in courses at Bow Valley College (the "College").

For more information regarding the collection or use of your personal information, contact the Office of the Registrar at 345-6th Avenue SE, Calgary, Alberta, T2G 4V1. Phone 403-410-1400 or toll-free in Alberta 1-866-428-2669. I hereby consent to the collection and disclosure of my personal information as described above.



What type of forms can I submit to records@bowvalleycollege.ca

RESP and Service Canada CPP forms (such as Children's Education Funds (CEFI), Knowledge First, or Service Canada Declaration of Attendance).

How do I submit my form for processing.

Email a clear PDF copy of your form to records@bowvalleycollege.ca or drop your form to the Office of the Registrar. Forms will not be processed if the form is not dated and signed. You must also submit this form with your request.

Please note that only the student can submit the request.

Processing times and fees RESP and CPP forms may take up to 10 business days for processing. There is currently no fee for processing of RESP and CPP forms.

Is there any reason why the College would not process my request form?

If you have any outstanding fees owed to the college, we will not be able to process your request nor provide verification information. If you have any questions about your outstanding fees, please contact the Office of the Registrar at 403-410-1400 to speak with a Registrar Services Representative about your student account.

If you have any questions about your official student record, please contact the Office of the Registrar or email records@bowvalleycollege.ca