THE Michener INSTITUTE of Education at UHN®

Date Received
Office Use Only

Course Outline Request Form

Registrar's Office
222 St. Patrick Street Toronto, ON M5T 1V4
regoffice@michener.ca | 1 (416) 596-3117 or 1 (800) 387-9066

Course outlines will be produced within three business days of payment being received. Students will be notified by email when the documents are ready for pickup OR has been sent. Archival searches may be necessary and will require additional time to process.

Student records are confidential. Course outlines are only issued when requested through written authorization by the student. Note: Course outlines will not be released to students who have financial holds on their records.

STUDENT ID: _____	**DATE OF BIRTH:**	MM	DD	YYYY

NAME AND ADDRESS (Please Print Clearly)

LAST NAME	PREVIOUS LAST NAME	FIRST NAME	MIDDLE NAME

ADDRESS	CITY OR TOWN	PROVINCE

POSTAL CODE	TELEPHONE	EMAIL ADDRESS	COUNTRY

Update my mailing address to the above: **Yes** ☐ **No** ☐

Please select ONE of the following options: **Pick Up** ☐ **Mail Out** ☐ **Courier (No PO Boxes)*** ☐ **Email (PDF)** ☐

*Courier charges: $10 in Canada, $25 in US, $50 International

COURSE OUTLINES **1- 3 Outlines = $10.00** **4+ Outlines = 3$ each**

Course #	Course Title	#of Copies

Requests for course outlines for the entire academic history should be directed to regoffice@michener.ca

MAILING ADDRESS (if different from above) **TOTAL AMOUNT: $_____**

ATTN:	ADDRESS			
DEPT:	CITY/TOWN	COUNTRY	PROVINCE	POSTAL CODE

PAYMENT METHOD

Credit Card

- ☐ Visa
- ☐ AMEX
- ☐ MasterCard

EXPIRY DATE

Cardholder Signature **Cardholder Name (Please Print)** **Date**

Other Payment Methods:

- ☐ Cash **(in person only)**
- ☐ Debit Card **(in person only)**
- ☐ Money Order
- ☐ Certified Cheque **(personal cheques are not accepted)**

AUTHORIZATION AND DECLARATION: I certify that the information contained herein and in the supporting documents is true, correct, and complete.

Student Signature: _____	**Date:**
Processed By: _____	**Date:**

The information on this form is collected under the authority of the Michener Institute of Education at UHN and will be protected and used in compliance with the Ontario Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31. Student information held by the Michener Institute of Education at UHN may be used for administrative and statistical purposes of the Institute and/or the ministries and agencies of the Government of Ontario and the Government of Canada.