



**Please Note:** Photo identification is required to pick up documents.

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**Document Request Policies**

Student who wishes to request a copy of any document must adhere to the following policies and procedures:

1. Student must submit a completed FORM/LETTER REQUEST FORM
  2. Required fee(s) must accompany form at time of submission.
    - \$30 for first copy, \$10 for each additional copy ordered at same time
    - Rush order (1 day) is an additional \$15 per copy
  3. The fee for form requests is non-refundable.
  4. Any forms/letters are not issued until all outstanding accounts with the Saskatoon School of Horticulture are paid.
  5. The Saskatoon School of Horticulture will not be held responsible for meeting deadlines or ensuring delivery.
  6. Requested forms will not be released to a third party without your authorization.
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**Document Request Total:**

# of copies <b>1</b>	@ \$30/copy	= \$30
# of copies	@ \$10/copy	= \$
# of copies	@ \$15/copy (Rush)	= \$
Total Cost of Order		= \$

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**Authorization:**

I have read and fully understand the information and options presented on this form, and if applicable, I hereby authorize the Saskatoon School of Horticulture to release the requested document(s) to the above stated individual.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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FOR OFFICE USE ONLY	
[ ] Date Received:	_____
[ ] Document Fee Paid	
[ ] Acct. Clear Intl:	_____
[ ] Acct. Not Clear Amt Due \$	_____ Intl: _____
[ ] Verified by:	_____
[ ] Date Mailed:	_____
[ ] Picked up by:	_____ Date: _____