



# Orchid Horticulture

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## TRANSCRIPT REQUEST FORM

Transcripts are an official, complete and unabridged listing of a student's educational record at the Orchid Horticulture as of the day the transcript is produced. It is the student's responsibility to ensure that their record is complete to their satisfaction prior to ordering transcripts.

Please note that diplomas and certificates do not appear on transcripts until after Graduation.

Allow three to five business days for transcript production.

### Student Information:

Name (Print – Last, First, Middle)	Student Number
Name Used During Last Term Attended (Print – Last, First, Middle)	Date of Birth
Mailing Address	Last Term Attended & Year
Phone Number	Date of Graduation (if applicable)

### Delivery Instructions:

Mail Transcript To: (Print full name of person, department or institution to which transcript is to be sent. Please give correct address in full below.)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will pick up my transcripts (Only the student may pick up the transcripts unless authorized)

Signed & Sealed\*\*

### Release of Information:

I authorize \_\_\_\_\_ to pick up my transcripts.

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

## \*\*Signed & Sealed

Students can request that their transcripts be signed and sealed only if they are being picked up or delivered to the student. The envelope containing the transcript will be affixed with a seal across the flap as proof that the transcript has not been accessed by the student. Transcripts delivered directly to third parties by the School are all deemed to be signed and sealed.

**Note:** Orchid Horticulture does not fax or e-mail transcripts.

## Transcript Policies

Student who wishes to request a copy of his/her academic transcript must adhere to the following policies and procedures:

1. Student must submit a completed TRANSCRIPT REQUEST FORM to the above address.
2. Transcript Fee(s) must accompany form.
  - \$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 transcripts is non-refundable and due upon submission of form. Fees may be submitted by cash, money order or e-transfer to [info@orhidhort.com](mailto:info@orhidhort.com).
4. Transcripts are not issued until all outstanding accounts with Orchid Horticulture are paid.
5. If student wishes transcript for himself/herself it will be marked 'UNOFFICIAL: STUDENT COPY' and will not possess official seal.
6. Orchid Horticulture will not be held responsible for meeting deadlines or ensuring delivery.
7. Transcripts will not be released to a third party without your authorization.

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### Transcript Request Total:

Total transcripts <b>1</b>	@ \$30/transcript	= \$30
Total transcripts	@ \$10/transcript	= \$
Total transcripts	@ \$15/transcript (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 Orchid Horticulture to release the transcript(s) of my academic record to the above stated individual.

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

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FOR OFFICE USE ONLY	
<input type="checkbox"/>	Transcript Fee Paid Rct. # _____
<input type="checkbox"/>	Acct. Clear Intl: _____
<input type="checkbox"/>	Acct. Not Clear Amt Due \$ _____ Intl: _____
<input type="checkbox"/>	Verified by: _____
<input type="checkbox"/>	Date Transcripts Mailed: _____
<input type="checkbox"/>	Picked up by: _____ Date: _____