

Request for Processing Non-Traditional Parchment

Name _____ Student No. _____ Telephone: _____

Address _____

City/Town _____ Province _____ Postal Code _____

DEGREE AWARDED _____

The processing of orders for these parchments will begin approximately eight weeks after the Convocation Ceremony. Upon **PRE-PAYMENT** of the processing fee of \$28.75 (\$25.00 + H.S.T.), do you wish (check one):

- your parchment mailed to you at the address above? Anyone who lives in the Halifax Regional Municipality must pick up his/her parchment at the Registrar's Office.
- your parchment retained in the office for you to pick up? Please call first at 902-420-5582 to ensure parchment is ready.
- Please note **YOUR ORIGINAL PARCHMENT MUST BE RETURNED IN ORDER TO PROCESS YOUR NON-TRADITIONAL PARCHMENT**

METHOD OF PAYMENT

cheque money already on account (please attach receipt)

credit card:

Expiry Date

Visa Card No

MasterCard No

Amex No

Cardholder's Name	Cardholder's Signature
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Cardholder will pay to the Issuer of the charge card presented herewith the amount stated hereon in accordance with the Issuer's Agreement with the Cardholder.

Please return to: Office of the Registrar
 Saint Mary's University
 Halifax, Nova Scotia
 B3H 3C3
 (Fax: 902-420-5151)

Date: _____ Signature: _____

For Office Use Only

Reproduction Fees: Paid on: _____

Parchment: Mailed on: _____ Picked-up on: _____

I authorize _____ to pick up my parchment.