Request for Letter of Enrolment

For confirmation of enrolment for government-issued student loan purposes, please see Financial Aid & Awards.

Please prepare a Letter of Enrolment for:

_____ C | | | | | | | | |

Name of Student *(please print)* ***Student Number***

_____ _____

Email Address ***Telephone Number***

- No letter of enrolment will be issued if you have outstanding tuition/fees or fines at Camosun College.
- Payment of **$10** per letter (plus additional faxing fee, if applicable) must accompany this form.
- Letters will be released only upon presentation of appropriate photo identification and with a letter of permission (if required)

Letter Details

Letter is to state full or part-time: ☐ Yes ☐ No
Letter is to state name of program: ☐ Yes ☐ No
Letter is to state student number: ☐ Yes ☐ No

Term(s) to cover	**Year(s) to cover**
Fall (Sept – Dec)	
Winter (Jan – Apr)	
Spring (May – June)	
Summer (July – Aug)	
Quarter ☐ 1, ☐ 2, ☐ 3 and/or ☐ 4 *(check all that apply)*	

Delivery/Pick-up Options (Choose one)**:**

☐ I will pick up letter on Date _____ *Please allow two business days*

☐ I hereby authorize Print Full Name _____ to pick up my Letter of Enrolment

☐ Please mail letter to: Name _____

Address _____

City _____ Postal Code _____

☐ Fax to the attention of: _____ at fax number: | | | - | | | | - | | | |
There is an additional $3 charge per fax

Additional Information:

Payment Information:

☐ Cash, Debit, Cheque, Money Order

Credit Card:
☐Visa ☐MasterCard ☐JCB ☐AMEX

Card Number:

_____

Expiry: _____

Student Signature: _____

Date: _____

1-877-554-7555 250-370-3550 info@camosun.bc.ca camosun.ca/faq Lansdowne Fax 250-370-3551 Interurban Fax: 250-370-3750