

**CONTINUING EDUCATION STUDENTS COMPLETING AN ONTARIO COLLEGE
POST-SECONDARY CERTIFICATE/DIPLOMA OR POST-GRADUATE CERTIFICATE**

In order to prepare a certificate/diploma for each graduating student, the following information is required by the Office of the Registrar. Please complete this form and return it to the Office of the Registrar in Room A160. No certificate/diploma will be prepared unless this completed form is returned. It is your responsibility to ensure that you have completed all program requirements. **Please note there is a \$31.38 graduation fee payable with this application.**

PLEASE PRINT. The name on your certificate/diploma will be the name we have in our college records (maximum of 26 characters). If your name has changed, or you wish a different name to appear on your certificate/diploma, please complete a Name Change form and submit it to our office.

Name	Date
Student Number	Birth Date
Name of Program	
I am completing: <input type="checkbox"/> 1 Year Certificate <input type="checkbox"/> 2 Year Diploma <input type="checkbox"/> Post-Graduate Certificate	

Please mail my certificate/diploma to my permanent address <input type="checkbox"/> Yes <input type="checkbox"/> No	
NOTE: There is a \$5.33 mailing charge to be paid in advance for mailing your diploma/certificate to Ontario. Actual charges apply for out-of-province mailings.	
Street Address	Apartment
Town	Province Postal Code
Daytime Phone	Evening Phone

I will attend graduation Yes No Approximate number of family/guests _____

If you require accommodations due to a disability to attend this event, or use a wheelchair, please check this box and contact the Office of the Registrar at 905.721.2000 extension 2665. <input type="checkbox"/>

NOTE: Certificates/Diplomas may also be picked up in the Office of the Registrar, starting the Wednesday following convocation. Photo identification must be provided. Certificates/diplomas will not be released to anyone other than the student without written authorization from the student. Your certificate/diploma will not be released until outstanding fees/debts are paid. Library books, uniforms, equipment and all other items on loan must be returned.

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*, this is to advise you that the personal information on this form is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002* and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction).

If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, Director, Human Rights and Benefits, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, extension 2223. Mar 2009