

For more information or to request alternate formats of this form for accessibility, please contact [oes@durhamcollege.ca](mailto:oes@durhamcollege.ca)

Please fill out this form and submit it to [oes@durhamcollege.ca](mailto:oes@durhamcollege.ca) then make your payment on your Durham College account. You can do this online through an online payment from your banking institution or through the MyDC payment portal.

If you have not accessed your MyDC portal in more than 90 days you will be required to reset your password please call 905.721.3333 or call 905.721.3000 if you have any questions. Please note your service may be held until payment in full is received.

1. Request may take up to 7-10 business days for processing.
2. Payment must be submitted with this application otherwise requests will not be processed.
3. All documents are emailed to the email address provided above unless otherwise indicated.
4. Valid government-issued photo ID is required to pick up documents. If someone is picking up on your behalf, they must bring a signed letter of authorization and their own valid government-issued photo ID.

### Student Personal Information

First Name:

Last Name:

Student Banner Number:

Telephone Number:

DC Email:

Program:

Street Number:

Street Name:

Unit Number:

City:

Province:

Postal Code:

### Document(s) Required

Please note each document required has a cost of \$6.00 including HST on service charges (HST #107270969RT0001).

Verification Letters:

Withdrawal Confirmation

Eligibility to Enroll/Return for Next Semester

Eligibility to Graduate

ECE Grant Third Party Verification

Other:

Financial Documents:

Complete Financial Summary

Tuition Tax Receipt (T2202)

Specify Year:

### Consent Declaration

**By submitting this form, I declare the above information to be true and accurate to the best of my knowledge as of the date of submission**

Date Submitted:

### Notice of Collection

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected 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 use with Enrolment Services. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.