

TRANSCRIPT AND CERTIFICATE ORDER FORM

Please note: Landscape Horticulture Certificate program students can request both a transcript and/or certificate. Apprenticeship students can request their certificate only from PHC. Apprenticeship program students must request their transcripts directly from SkilledTradesBC customer service or from the online SkilledTradesBC apprentice portal.

Please fill in the below information completely. Incomplete information will cause delays. Requests will be processed within one week following receipt of payment and fully completed form.

STUDENT INFORMATION

Name: _____

Former Name(s) if applicable: _____ Program Year: _____

Current Address: _____

Email Address: _____ Phone Number: _____

TRANSCRIPT AND CERTIFICATE REQUEST

- Transcript Only - \$10.00 per Transcript
- Number of Copies _____

- Certificate Only - \$10.00 per Certificate
- Number of Copies _____

- Transcript and Certificate - \$15.00 per Transcript and Certificate
- Number of Copies _____

Send Transcript and Certificate copies to the following:

- Please send to myself as the student at the above address
- Please do not send to myself as the student but instead send to the institution below:

Institution Name and Department: _____

Mailing Address: _____

Number of Copies: _____

Submit the Transcript and Certificate Order Form to one of the following places:

- EMAIL: collegeadmin@hcp.ca
- MAIL: Pacific Horticulture College, 505 Quayle Rd, Victoria BC, V9E 2J7

Methods of Payment:

- E-transfer: send to collegeadmin@hcp.ca (password: Sunflower)
- By phone with VISA or MasterCard: call 250-479-6162

Student Signature: _____ **Date:** _____**For Office Use Only**

Date Received:

Payment Received:

Transcript and / or Certificate Sent: