

Syllabus Request Form

When transferring to other institutions students sometimes need to submit copies of their Columbia syllabi. We are happy to provide e-copies at no cost, simply e-mail your request to the Executive Assistant for Academics. However, if physical copies are requested this form must be completed and a minor charge to cover photocopying will be assessed. Syllabi fees are paid upon submission of the syllabi request:
\$2.50 for each requested syllabus.

A. Personal Information

Full Name _____

Previous Student Name _____

Phone _____ E-mail _____

Mailing Address _____

Attended CBC from _____ to _____
year year

B. Syllabi Request and Delivery

Courses for which syllabi required (please include course number & name): _____

_____ I will pick up my syllabi at the Main office in the Resource Centre.

_____ Please Mail my syllabi to:
Name and address of University/College

C. Payment method, \$2.50 for each requested syllabus:

Cash Debit Cheque/Money order Visa MasterCard

Card # _____ Expiry date _____

Name on Card _____