



# Print Letter Request Form

ATHABASCA UNIVERSITY STUDENT ID NUMBER

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Office of the Registrar, Athabasca University  
1 University Drive, Athabasca, AB T9S 3A3  
Toll Free in Canada/US: 1.800.788.9041  
Other: 780.675.6111  
enrol@athabascau.ca

On September 1, 2011, Athabasca University began using an e-Letter format for sending students mail and notification via myAU. If you would still prefer to receive these letters in a print format delivered by letter mail, fill out this form and pay the required fee.

## Mailing Information (please print)

Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

MAILING ADDRESS \_\_\_\_\_

CITY/TOWN PROVINCE/STATE \_\_\_\_\_

COUNTRY POSTAL/ZIP CODE \_\_\_\_\_

PRIMARY PHONE SECONDARY PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Note: Letters available as e-letters are Athabasca University's preferred method of delivery. They are timely and without charge. To see a complete list of letters that are currently available as e-letters, please see this page: [registrar.athabascau.ca/OROShelp/?page=eletters#welcome](http://registrar.athabascau.ca/OROShelp/?page=eletters#welcome)

I would like to receive printed letters as my letter delivery method from Athabasca University. I understand that I will be assessed a one-time non-refundable fee of \$10 for this service. I understand that if at any time I decide to go with the default of receiving letters by e-letter, I will not be reimbursed for my \$10.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment

You may use your credit card or e-transfer to pay Athabasca University fees. You can also pay by money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted. Do not send confidential information via email. Email messages are not secure. Refer to a current *Calendar* for fee information, [calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php](http://calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

STUDENT ID NUMBER (if applicable) 

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POSTAL/ZIP CODE \_\_\_\_\_

e-transfer\* NAME ON E-TRANSFER ACCOUNT DATE OF TRANSFER \_\_\_\_\_

\* E-TRANSFER: If paying by e-transfer, please include the following in the message box of your bank transfer (if applicable): student ID number, your full name, the type of fee paying, course name/number, your email address and phone number. Transfer to: [finar@athabascau.ca](mailto:finar@athabascau.ca)

VISA®  MasterCard®

\_\_\_\_\_/\_\_\_\_\_  
EXPIRY DATE

The personal information collected on this form will be used to process your request and for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.

Where incorrect fees are listed, Athabasca University will automatically charge your account with the correct amount.

DESCRIPTION (e.g., application fee, evaluation fee)	AMOUNT CHARGED
Print letter fee	\$10
TOTAL	\$10

Signature: \_\_\_\_\_ Date: \_\_\_\_\_