

**Institute for Human Services Education**  
**GRADUATION CERTIFICATE OR DIPLOMA IN ABSENTIA RELEASE FORM**

This release form is to be used by all graduates who have been awarded a Certificate or Diploma, who were not in attendance at their graduation ceremony, and wish to make an alternate arrangement to obtain it. A basic fee of \$5.00 is charged for processing a certificate or diploma release. ***Payment must be in the form of cash, money order or certified cheque.***

Student Name: \_\_\_\_\_ Student#: \_\_\_\_\_

Your Name When A Student (If Different From Above) \_\_\_\_\_

Present Full Postal Address (including postal code) \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Certificate or Diploma Awarded \_\_\_\_\_

Graduation Year \_\_\_\_\_ Full Time Program  Part Time Program

\*\*\*\*\*

Will you pick up your certificate or diploma in person at the Institute? Yes  No

If yes, indicate preferred date and time of pick up. \_\_\_\_\_

If another person will be picking up your certificate or diploma at the Institute please indicate the name of this person

\_\_\_\_\_ Preferred date and time of pick up \_\_\_\_\_

\*\*\*\*\*

Do you wish to have your certificate or diploma shipped to you?  
(There is an additional \$15.00 fee for this service. ***Payment must be by either cash, money order or certified cheque.***) Yes  No

Address to which you wish to have shipment made (if different above) \_\_\_\_\_

\_\_\_\_\_ Phone number: \_\_\_\_\_

\*\*\*\*\*

Basic handling charge for certificate or diploma release (\$5.00) -	\$ 5.00
Additional charge for shipping (if applicable) (\$15.00) -	\$ _____
Total amount enclosed	\$ _____

**I hereby authorize the Institute for Human Services Education to release my certificate or diploma according to these instructions.**

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

\*\*\*\*\*

**OFFICE USE ONLY:** Date Release Form Received: D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ Certified Cheque \_\_\_\_\_ M.O. \_\_\_\_\_ Cash \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Method of Shipment: \_\_\_\_\_

**Date Picked Up:** \_\_\_\_\_ **Signature:** \_\_\_\_\_