



Convocation DVD Request Form

DVD PICKED UP
Staff Initials

PAID STAMP

Western University, Office of the Registrar (Student Central), Room 1120, WSS, London, ON, N6A 3K7; Phone: 519-661-2100; FAX: 519-661-3297. The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: www.westerncalendar.uwo.ca

Please use a separate form for each DIFFERENT ceremony you are requesting.

You will receive your number of requested copies of the Convocation DVD (providing they are available), approximately 6-8 weeks after the actual ceremony. If you do not receive anything, please contact our office.

Last Name					First Name				
Faculty					Student Number				
Street Address									
Apt/Unit					Province/State				
City					Postal/Zip Code				
Country					Phone Number				
Email									

Ceremony Requested (Available 2008 and forward *)				
	Year	Date	Time	Example
Spring Convocation				Year: 2016 Date: June 16 Time: 10:00am
Autumn Convocation				

\$25.00 per ceremony DVD, taxes included; Mailing costs are additional and are for up to 2 DVD requests (*subject to change*): (ON \$22; Canada \$30; USA \$40; International \$65). Additional DVDs are subject to additional mailing charges. **NO RETURNS.**

In-Person Requests: Student Central, Rm 1120 Western Student Services Bldg; Cash, Cheque, Money Order, or Debit/Credit Card;

Fax Requests: Credit Card ONLY, please fill out information below;

Mail Requests: Credit Card, Cheque or Money Order. Cheques/Money Orders payable to 'The University of Western Ontario'

**Orders will be processed upon receipt in office. Note DVDs will not be available for mailing or pick-up until 6-8 weeks following the Convocation ceremony.*

Item Requested	Cost	Quantity	Subtotal
eg. Convocation DVD	\$25.00	2	\$50.00
Convocation DVD	\$25.00		
Mailing Inside Ontario	\$22.00		
Mailing Outside Ontario	\$30.00		
Mailing USA	\$40.00		
Mailing International	\$65.00		
Hold for Pick-up in Student Central <input type="checkbox"/>			Total \$
Signature:			Date:

Credit Card #																					Expiry: mm / yy
Name on Card:																			Card type (Visa, MC):		