COURSE DESCRIPTION REQUEST FORM

Office of the Registrar
3377 Bayview Avenue, Toronto, ON M2M 3S4
Tel: 416.226.6620 ext.6711 • Fax: 416.226.4210
Email: registration@tyndale.ca • Webpage: www.tyndale.ca/registrar

Date of Request: _____ ***Normal processing time is 10 business days.***

Last Name: _____ First Name & Middle Initial:_____

Maiden or Other Name (if applicable): _____ Student I.D. (if known): _____

Phone Number (Daytime): _____ Date of Birth(m/d/y): _____

Email: _____ **Student's Signature**: _____

COURSE CODE	COURSE	PROFESSOR'S NAME	TERM	YEAR

COURSE DESCRIPTION(S) TO BE:

☐ **Emailed** to Person/Institution at the address below:

Person/Department: _____

Institution (If applicable): _____

Email: _____

FEES FOR COURSE DESCRIPTIONS:

- $5 for 1 - 5 course(s)
- $10 for 6 -10 courses
- $15 for 11 – 15 courses
- $20 for 16 – 20 courses
- $30 for over 20 courses

OFFICE OF THE REGISTRAR'S USE ONLY:

Received: _____ Paid: _____ Initial: _____

Sent: _____ Processed by: _____

ONLINE PAYMENT OPTIONS:

☐ Pay.Tyndale.ca

a. Choose "Office of the Registrar" and click "Next".
b. Complete the next page carefully and click "Pay". Notification will be sent to the Office of the Registrar once the payment is successfully made.

☐ Online Banking

a. Add "Tyndale University" as a payee to your "bills" list. If it does not show search for "Tyndale" and our full name will show up.
b. The account number you need to enter will be your Student ID number. The bank requires a nine-digit account number. If your student ID number is only six digits, please add three zeros (000) in front of your student ID number (e.g., 000123456).
c. Once payment has been made please send a screenshot or proof of payment.

Online payments can take up to 48 hours to be received. Please allow for sufficient processing time. If you have any questions about payment please contact Student Financial Services at sfs@tyndale.ca.

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