

## **COURSE DESCRIPTION REQUEST FORM**

## Office of the Registrar

3377 Bayview Avenue, Toronto, ON M2M 3S4 Tel: 416.226.6620 ext.6711 • Email: <u>registration@tyndale.ca</u> Website: <u>www.tyndale.ca/registrar</u>

Course descriptions can be found in previous or current Academic Calendars: <u>www.tyndale.ca/registrar/calendar</u> . This form is to request for course descriptions for special or older courses not available in the posted Academic Calendars. **Normal processing time is 10-15 <u>business days.</u>			
Last Name:	First Name:		
Maiden Name (if applicable):	Date of Birth (mm/dd/yyyy):		
Student ID (if known): Phone Number	: Email:		
Student Signature:	Date of Request:		

COURSE CODE	COURSE	PROFESSOR'S NAME	TERM	YEAR

COURSE DESCRIPTION(S) TO BE:	ONLINE PAYMENT:		
□ Emailed to Person/Institution at the address below:	<u>Pay.Tyndale.ca</u>		
Person/Department:	<ul><li>a. Choose "Office of the Registrar" and click "Next".</li><li>b. Complete the next page carefully and click "Pay". Notification will be sent to the Office of the</li></ul>		
Institution (If applicable):			
Email:	Registrar once the payment is successfully made.		
FEES FOR COURSE DESCRIPTION:	OFFICE OF THE REGISTRAR'S USE ONLY		
<ul> <li>\$10 for 1 - 5 course(s)</li> </ul>	Received:	Received by:	
<ul> <li>\$20 for 6 -10 courses</li> </ul>			
<ul> <li>\$30 for 11 – 15 courses</li> </ul>	Amount Paid:	Sent on:	
<ul> <li>\$40 for 16 – 20 courses</li> </ul>			
• \$50 for over 20 courses	Processed by:	Notes:	