



T (604) 683-8850 | F (604) 682-7115

WWW.GRANVILLECOLLEGE.CA
info@granvillecollege.ca

Memo

Date: December 4, 2024

Subject: Updated Administrative Policy – Effective January 1, 2025**

Dear Students,

We are introducing an updated **Administrative Policy**, effective **January 1, 2025**, to ensure clarity and consistency in processing transcript and administrative requests. Please review the following guidelines carefully:

Transcript Requests and Charges

1. **Unofficial Transcripts**
 - **Fee:** \$20 per request.
 - **Frequency:** Issued once every 30 days at the standard price. Requests within 30 days of the last issue will be subject to an express processing fee of \$35.
2. **Official Transcripts**
 - **First Request:** Free of charge.
 - **Reprints:** \$20 per additional request.

Additional Administrative Fees

1. **Graduation Credential Reprint:** \$20 per request.
2. **Program Change Administrative Fee:** \$100 per request.
3. **Confirmation of Status Letter:** \$10 per request.
4. **Exam/Test Rewrite Fee:** \$200 per exam or test.

Processing Times

- **Standard Processing:** Transcript requests are processed within 5 business days.
- **Express Processing:** Urgent requests require at least 2 business days and are subject to the express processing fee.

Request Submission

To submit requests for transcripts, administrative services, or related inquiries, please email students@granvillecollege.ca. Ensure your request includes all necessary details to facilitate timely processing.

We appreciate your understanding and cooperation as we implement these updates. If you have any questions or require further clarification, please do not hesitate to contact us.

Best Regards,

Student Services
Granville College