



MONEAGUE COLLEGE

COURSE OUTLINE REQUEST FORM

For Official Use Only

DEADLINE DATE: _____

Received By: _____

ALL FIELDS ARE REQUIRED TO ACCURATELY PROCESS THE COURSE OUTLINES

STUDENT NAME	
PROGRAMME	
CONTACT #	
EMAIL	
CAMPUS	
YEAR ENROLLED	
YEAR COMPLETED	
FULL/PART TIME	

PROCEDURE AND POLICIES:

COURSE OUTLINES WILL NOT BE ISSUED FOR STUDENTS WHO HAVE NOT MET THE FINANCIAL OBLIGATIONS OF THE COLLEGE.

1. Complete the Request Form and submit completed form to Registry & Admissions Department, via email (registrar@moneaguecollege.edu.jm)
2. The number of pages will be ascertained and the cost calculated and emailed to the address given above
3. Pay the Processing of **JA\$300** search fee and **\$15** for each page to be copied.
4. Processing of course outlines takes approximately **15 working days** after the request is submitted.
5. **Express Service is not available for this process as the course outlines are often in hard copy archives to be located.**
6. **Please note that Community College transcripts currently include a brief description of the courses taken.**
7. **In order to accurately process the request, the course names are required. Please refer to your progress reports.**

COURSE NAMES		For Official Use Only

<p>For Official Use Only: FINANCE & ACCOUNTS</p> <p><input type="checkbox"/> # of pages _____</p> <p><input type="checkbox"/> \$300 Search Fee</p> <p><input type="checkbox"/> Total \$ _____</p>	<p style="text-align: center;">FEE CLEARANCE</p>	<p style="text-align: center;">CLEARANCE</p> <hr/> <p style="text-align: center;">For Official Use Only</p> <p>Processed By: _____ Date for Picked up: _____</p>
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Student or Representative Signature

Date