SAMPLE

GLOBAL UNIVERSITY CANADA

GUC Learning Centre – Remittance For

Date: _____

LC Name: _____

LC Address: _____

Church Name: _____

LC Administrator: _____

Administrator Email _____ Phone: _____

No. of Applications enclosed: _____

No. of SEC's enclosed: _____

No. of Study Guides returned: _____

No. of textbooks returned: _____

Student Name	Items	Amt. Paid per item	Payment Method	Total Paid by Student
John Doe	AF	$35		
	TF	$297		
	SG	$45		
	TB	[varies]	CC	
	SH	$10 (ON) $15 (ROC)		$ Total [for John Doe]
Jane Smith	TF	$297		
	SG	$45		
	TB	[varies]	CH	$ Total [for Jane Smith]
TOTAL ENCLOSED				

AF – Application form
TF – Tuition Fee
CH - Cheque
SG – Study Guide
SH – Shipping & Handling
TB – Textbook
CC – Credit Card

NOTE: Credit card information goes on the application form and SEC (Subject Enrollment Card).