



Replacement Certificate Order Form

The ICA will redistribute certificates from ICA educational programmes in the case of loss or damage of the original certificate. There is a replacement fee of \$20.00 CDN plus applicable tax (GST / HST) per certificate.

* Please note that the certificate will indicate the **current** name of the course.

IMPORTANT: We only print certificates in batches at the end of course semesters. A replacement certificate will be printed with the next scheduled batch. We will inform you of the approximate wait time at the time of your request. We do not do rush jobs under any circumstances.

Course certificate requested	
Year course completed	
Name of student	
Address for mailing	
Email address for receipt	

→ **If paying by credit card:**

Credit card type: Visa MasterCard AMEX

Credit card number: _____

Expiry date: _____

Cardholder Signature: _____

Date: _____

→ **If paying by cheque or money order, please make payable to:**
Institute of Communication Agencies

2300 Yonge Street, Suite 3002
Box 2350
Toronto, ON M4P 1E4
Phone: 416.482.1396
Fax: 416.482.1856

Attention:
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