



2300 Ryan Road
Courtenay, BC V9N 8N6
T: 1-800-715-0914 E: forms@nic.bc.ca

**CONFIRMATION OF ENROLLMENT REQUEST FOR SCHEDULED
BREAK FOR INTERNATIONAL STUDENTS**

Last Name: _____ First Name: _____

Student Number: _____ Date of request: _____



Pick-up – letter available for pickup at the Comox Valley Campus registration office.

Email – pdf document will be sent to your North Island College student email address.

**Requests will not be processed for students who have an outstanding account balance.
Documents will be released to a third party only with written authorization from the student.
A third party must bring photo ID.**

I confirm that I am a current student and that the mailing address listed on myNIC is current and accurate. I understand that if I am not a current student and there is no Canadian mailing address on file, this request will not be processed.

I understand that if my tuition deposit has not been paid, this request will not be processed.

Student's Signature

Date

Once completed, print the form and sign it. The form may be scanned to forms@nic.bc.ca or dropped off at the Student Services office.

FREEDOM OF INFORMATION/ PROTECTION OF PRIVACY

I understand that this information, along with subsequent information, is collected under the authority of the College and Institute Act. This information will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act.

FOR SRO USE ONLY

Date Received: _____

Received By: _____