



Niagara College Student Administrative Council

student life defined

www.ncsac.ca

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May 15, 2012

RE: Student Administrative Council
2012-13 Student Handbook Order Form

The Student Administrative Council (SAC) is currently taking orders for the 2012/13 Student Handbook. Please be aware that SAC **only** orders enough books for **students** who are charged the Student Activity Fee in their tuition. If your students do not fall into this category or your department would like hard copies for faculty and/or staff, they must be purchased.

To order books, print and complete this order form and return it to Karen Marasco in the WC SAC Office (SA205) before June 15th, 2012. Books will be delivered to the location indicated below in **late August**. The costs will be back-charged to the college account indicated below upon delivery.

Please Note: Late orders may be rejected as this could result in a shortage of books for students.

Note: Don't forget your January start students!

Number of books: _____ @ \$6.00 each (HST incl.) = \$_____

Deliver to: _____

Campus: (circle one) **WC** **NL** Room # _____

Charge to account # _____

Department: _____

Authorized by: _____ Ext: _____
(please print name)

(Signature)