



Warwick Academy

David Horan, B.SOC.SCI., HDE., MA.
Principal

Founded 1662
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Email: info@warwick.bm
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Documentation & Invigilation Request Form

All paperwork, including teacher reference forms from the overseas schools, along with full payment must be submitted to the Warwick Academy main school office. Where possible, requests should be made at least 7 days prior to due date, allowing sufficient time, or a **\$50.00** fee per request will be incurred for **RUSH** orders.

Student's Full Name: _____

Date Requested: _____ (mm/dd/yy)

Contact Information: Cell# _____ Home# _____ Email: _____

Processing Fees

- Exam Invigilation **\$75.00** per hour or any part of an hour _____
- Reference/Recommendation letter **\$25.00** per teacher _____
- Reference/Recommendation letter from the **Principal/Guidance Counsellor \$100.00** _____
- Transcripts **\$25.00** _____
- Internal Academic Reports **\$15.00** _____
- Immigration Letter/Attendance Letter **\$15.00** _____
- RUSH ORDER: **\$50.00** _____
- Courier **\$75.00*** _____
- Airmail **\$5.00** per school _____

Total: _____

Please note Warwick Academy is **NOT** responsible for missed deadlines or lost mail.
*Charges may be more depending on Courier fees)

References/Recommendations

List the appropriate teacher(s) chosen to complete forms/references/recommendations.

English: _____ Mathematics: _____

Science: _____ Other: _____

Any additional information or comments: _____

Parent /Guardian/Alumni Name (please print): _____

Signature for the release of documents: _____

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Transcripts

Please ensure that correct contact information is provided for mailing address. (E.g. Director of Admissions, International Admissions etc. **Any omission may result in delay.**)

1. To the attention of: _____

Name of School: _____

Full Mailing Address: _____

Telephone (*needed to courier package*): _____

E-mail address (*needed for scanned & e-mail requests*): _____

Please send by Mail _____ Email _____ Courier _____

2. To the attention of: _____

Name of School: _____

Full Mailing Address: _____

Telephone (*needed to courier package*): _____

E-mail address (*needed for scanned & e-mail requests*): _____

Please send by Mail _____ Email _____ Courier _____

3. To the attention of: _____

Name of School: _____

Full Mailing Address: _____

Telephone (*needed to courier package*): _____

E-mail address (*needed for scanned & e-mail requests*): _____

Please send by Mail _____ Email _____ Courier _____

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