GREENSBORO COLLEGE - Transcript Request

In accordance with the Family Educational Right to Privacy Act of 1974, I hereby grant permission to Greensboro College to release a copy of my official transcript as listed below. Please <u>print all information clearly</u>; failure to do so may cause delays in processing your request. Take your request to the Student Accounts Office.

There is a \$10 processing fee, (payable in U.S. dollars, only) for <u>each</u> transcript. If you owe a balance to the College, the processing fee will be applied to your balance. The processing fee is non-refundable and it must be paid whether or not your transcript is released. <u>All</u> accounts at Greensboro College must be clear before transcripts are released.

			I will take copies of n		me	
First Name	Middle	Last	Please send copies of	my transcript to:		
Maiden and/or any other last name(s) ever used			Name of Person/Business/Institution			
Student ID # (on your Pride Card) or Social Security Number			Address	Address		
Dates of Enrollment			Address			
•	ntly enrolled at Greens ne current term? YES	<i>-</i>	City ou want us to hold this request and se	State end the transcrip	Zip t(s) <u>AFTER</u> your grades	
Registrar's Office: Amount due \$			Student Accounts Office: \$	received		
Collections Offic	Collections Office cleared:		Student Accounts Office cleared: Initials Date		Date	
Franscript taken by student Transcript mai		led Date	Processed By			

Please note:

Effective August 15, 2011, students will be able to request their transcripts on-line through the National Student Loan Clearinghouse. The link to that website will be available on the Greensboro College website by August 15, 2011.