



REPLACEMENT DIPLOMA REQUEST

TRUTH. TRAINING. TRANSFORMATION.

Please read all instructions:

All financial obligations must be met before the replacement diploma or track will be released.
The processing fee must accompany the request.
Allow 4-6 weeks for processing.

Student Information

Student ID: _____ Name: _____
Please print name as it should appear on diploma

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Date of Birth: _____ Phone: _____

Diploma/Certificate Information

- Bachelors
- ABS
- Bible Certificate

Processing Fee: \$30.00

Payment AND Mailing/Pick up Information

PAYMENT (please check):

For Students: Cash Check Credit/Debit Card (Online payment by Student Portal – POPULI)

For Alumni/Withdrawn status: Cash Check

- I will pick up my diploma/certificate
- Please mail my diploma/certificate:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Student Signature

Date

For Office Use Only:	
Date request received: _____	Processed by: _____
Date mailed/made available for student pick up: _____	