



Registration & Records
Athens Technical College
800 U.S. Highway 29 North
Athens, GA 30601
FAX 706-583-2531

REQUEST FOR REPLACEMENT DIPLOMA

Directions: Complete all fields in the form. The form can be dropped off, mailed, or faxed. The fee payment must be received before the diploma can be prepared. All financial obligations to the college must be satisfied before a diploma can be released. Payment may be in the form of cash, check, or money order. Credit card payments are accepted in person or by phone at 706-355-5121.

Every attempt is made to properly mail requests, but the institution can assume no responsibility for final delivery.

STUDENT INFORMATION

Name _____ Name when enrolled _____
Student ID or SSN _____ DOB _____
Email address _____ Phone # _____
Current address _____
Were you a member of Phi Theta Kappa or the National Vocational Technical Honor Society? _____
Year of Graduation _____ Program of Study _____

DELIVERY OPTIONS (Please check one box.)

- \$25.00 Pick up in 24-72 hours; please call me when ready to pick up
 \$25.00 Mail in 24-72 hours to the address I provided below
 \$25.00+Process now and send via overnight packaging (additional shipping rates apply)

Please issue a replacement diploma to the recipient's name and address written below (use a complete physical address and print plainly):

The Family Education Rights and Privacy Act of 1974 prohibits release of this document without the student's written consent.

X

(Signature of Student)

(Date)

FOR OFFICE USE ONLY

Date Paid _____ Amount Paid _____ Date Transcript Sent _____