



BELMONT
COLLEGE

DIPLOMA/CERTIFICATE ORDER FORM

NOTICE TO STUDENTS: Diplomas and certificates will be mailed to the current mailing address provided below. Please be sure to provide a valid mailing address; all returned diplomas/certificates will be held in the Records Office for pickup. Normal processing time is 6-8 weeks after conferral date. Processing time for replacement/duplicate diplomas or certificates is 4-6 weeks.

Payment must be submitted to the Business Office with completed form.

Student information:

Name (clearly print name as you wish for it to appear on your diploma/certificate)

Belmont ID# (required)

Current mailing address

City

State

ZIP Code

Phone number

Non-Belmont College email address

List degree(s) and/or certificate(s) you wish to order:

Degrees and certificates are automatically awarded and conferred at the end of the term in which the student successfully completes program requirements.

1. _____
2. _____
3. _____
4. _____
5. _____

I am requesting:

Diploma \$25 ea. Qty: _____

Replacement/Duplicate Diploma \$25 ea. Qty: _____

Certificate \$15 ea. Qty: _____

Replacement/Duplicate Certificate \$15 ea. Qty: _____

Are you a member of Phi Theta Kappa/Beta Theta Mu Chapter?

Yes

No

ACCOUNT HOLDS: Students must clear all account holds (Business Office, Financial Aid, etc.) and turn in iPad before diplomas/certificates can be mailed. Students will be notified by mail, to the address above, if an account hold exists.

If you have any questions, please call 740.695.8519, email us at records@belmontcollege.edu, or visit the Records Office located at the Main Campus. Please submit your diploma/certificate order request to the Business Office in person, or by mail (with payment, made payable to **Belmont College**) to: 68094 Hammond Road, St. Clairsville OH 43950.

To be completed by Business Office:

DATE: _____

FEE PAID: _____

RECEIPT NO. _____

INITIALS: _____