

# Transcript Request Form

Bolivar Technical College

PO Box 592

Bolivar, MO 65613

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Other name(s) which you may have been enrolled: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box

City State Zip

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Program enrolled: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

† Transcripts prior to 2014 cannot be sent electronically.

Signature: \_\_\_\_\_

Official Transcript (\$15.00 each)

Unofficial Transcript

\*Number of transcripts requested: \_\_\_\_\_ (Qty) Amount enclosed: \_\_\_\_\_

\* Note: A separate request form must be filled out for each email/ mailing address

\*\*Electronic transcript **emailed** to:

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*BTC is not responsible for whether or not your recipient retrieves/accepts an electronic transcript. We suggest you contact your recipient to verify they will accept your transcript via this delivery method.**

Transcript **mailed** to: Select an option:  Regular Mail  3-day Express (additional cost)  Next Day (additional cost)

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box

City State Zip

## Transcript Policy:

1. Student records are confidential. Your signature is **REQUIRED** to authorize release of your transcript.
2. Transcripts will not be released if you have a hold on your account due to: (a) past due balance with BTC and/or (b) you have not completed exit counseling (if applicable). Once transcript hold issue is resolved, please contact the Registrar's office at (417) 777-5062.
3. Electronic transcripts are normally processed within 1-2 business days. Transcript cost is \$15.00 per request.
4. Mailed transcripts are normally processed within 1-2 business days, plus USPS delivery time. Mailed transcripts should anticipate longer delivery times due to USPS transportation delays, peak periods, and holidays. Transcript cost is \$15.00 per request.
5. Paper transcript requests for 'pick up' are normally processed within 1-2 business days. The transcript can be picked up in the administrative office after showing a valid photo ID. Transcript cost is \$15.00 per request.
6. Transcripts can be mailed via USPS Express 3-day for \$15.00 plus \$27.00 USPS shipping, per request.
7. Transcripts can be mailed next day:
  - USPS next day for \$15.00 plus \$27.00 to \$60.00 USPS shipping cost, per request. USPS charges according to the delivery address. Upon the transcript request, BTC can determine actual USPS shipping rate at <https://postcalc.usps.com/>
  - UPS next day for \$15.00 plus \$27.00 to \$100.00 UPS shipping cost, per request. UPS charges according to the delivery address. Upon transcript request, BTC can determine actual UPS shipping rate at <https://www.theupsstore.com/tools/estimate-shipping-cost>

Bolivar Technical College is not responsible if an organization does not receive a transcript, mailed or emailed.

Revised 07/01/2022