



# TRANSCRIPT REQUEST FORM

TO: Registrar, Louisville Bible College

FROM: \_\_\_\_\_  
Student Name (Please type or print)

DATE: \_\_\_\_\_

Please send an \_\_\_ official \_\_\_ unofficial academic transcript to the following address:

(\*Official transcripts are issued directly to institutions only.)

ATTENTION: \_\_\_\_\_

Institution: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

I have enclosed payment of \$4.00 for each transcript ordered.

Signed: \_\_\_\_\_  
Signature of Student

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

City/State/Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Submit completed form with payment of \$4.00 in person, by mail, or by fax to:

**Registrar**  
Louisville Bible College  
PO Box 91046  
Louisville, KY 40291  
Fax: (502) 231-5222

OFFICE USE ONLY	
Rcv'd	
Paid	
Sent	

If faxing, please call (502) 231-5221 to pay \$4.00 fee with credit card.

**Release of Academic Transcripts:**

The Family Educational Rights and Privacy Act of 1974 prohibits release of student academic transcripts (and other student data) without the student's written consent. Louisville Bible College policy is not to copy or release transcripts and other personal data from high school and other colleges. Because the student's signature is required for release of transcripts, requests made by telephone or e-mail cannot be honored. All requests should include the student's full name (including maiden name, if applicable), address, social security number, and name and address of the person to whom the transcripts should be sent. A transcript fee of \$4.00 will be due with each transcript requested.

Transcripts will not be released for current and former students whose financial accounts with the college are not paid in full or who have overdue books from the college library.