



CENTRAL FLORIDA BIBLE COLLEGE

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Dade City, FL 33525

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CFBC TRANSCRIPT REQUEST FORM

Mail or email this form to the address or email above.

Note: Student that still owes tuition will not receive a transcript until all tuition is paid in full. There is a \$7.00 charge for each OFFICIAL transcript and a \$5.00 charge for each UNOFFICIAL transcript requested. Official Transcripts must be mail or picked up in person.

Student Name:

Date of Birth:

Address:

City/State/Zip:

Ph./Cell Number:

Email Address:

Transcripts are mailed to the address(es) you provide below.

When should we mail/email the transcript? (check one)

Send Now

Hold for semester grades

Hold for degree posting

Note: There is a limit to 3 transcripts per address.

Number of Official copies: _____

Institution Name: _____ Attention: _____
Address: _____ City _____ State _____ Zip _____

Number of Official copies: _____

Institution Name: _____ Attention: _____
Address: _____ City _____ State _____ Zip _____

Number of Unofficial copies: _____

Name: _____ Attention: _____
Address: _____ City _____ State _____ Zip _____

Your transcript(s) should be sent within 5 business days. (Additional processing time may be required during final semester grade processing at the end of each semester or because of unforeseen system problems.) If you need to follow up on your request, use the information above to contact us.

Student Signature: _____ Date: _____

For Office Use Only: Date Transcript Completed: _____ Initials: _____
Date Transcript Mailed: _____ Initials: _____