

REPLACEMENT REQUEST FOR DIPLOMA

or FUNDAMENTALS OF CAREGIVING CERTIFICATE

Processed by Registration Department 360.752.8350 | registration@btc.edu

ALLOW 4-8 WEEKS FOR PROCESSING

3028 Lindbergh Ave Bellingham, WA 98225 BTC Official Transcripts: <u>www.parchment.com</u> GED Transcripts: <u>www.ged.com</u> Nursing Assistant and Medical Assistant Certificates are posted on Transcripts.

Please check request below.

DIPLOMA REPLACEMENT—\$10.00 per copy	FUNDAMENTALS OF CAREGIVING CERTIFICATE DEDLACEMENT (CODY) \$10.00 per conv.
If you are requesting replacement for more than one degree	REPLACEMENT (COPY) - \$10.00 per copy
or certificate awarded, list each program below:	Fundamentals of Caregiving Certificate copies are on
	file at BTC 1995 through 2012. Classes taken after
Program(s):	that time, contact the Program Office Coordinator at
	360.752.8447.
	Quarter & Year you received your Fundamentals of Caregiving Certificate:
Quarter & Year Degree/Certificate Awarded:	
Dates of Attendance:	
Complete the information below and submit this form with your norm	

Complete the information below and submit this form with your payment to the Cashier. Your Diploma or Certificate will be reissued according to the records found and will be sent directly to the address you provide on this form. You will be contacted if further information is needed to continue our search. **This form must be completely filled out to be processed.**

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state and federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, tax credits, academic transcripts, assessment or accountability research.

TODAY'S DATE	BIRTH DATE (mm/dd/yyyy)
ctcLink ID or SSN	PHONE NUMBER
NAME (last, first, middle initial)	
PREVIOUS NAME	EMAIL ADDRESS
ADDRESS (street, city, state, zip code)	
STUDENT'S SIGNATURE (REQUIRED)	DATE
FOR OFFICE USE ONLY	DATE REQUEST RECEIVED IN OFFICE:
PROGRAM:	DATE MAILED:
AMOUNT: \$	DATE PICKED UP:
CASHIER'S INITIALS:	

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call (360) 752-8354.