DIPLOMA REPLACEMENT FORM

Upon graduation, one diploma is issued and presented at graduation or mailed to you at your permanent mailing address as posted in the Student Information System.

Replacement diplomas may be ordered for a fee of $20. If you need a replacement, please complete this form and return it to the VCFA Registrar along with your payment. You may pay by check or money order made payable to ***Vermont College of Fine Arts***. (If you wish to pay by credit card, please contact the bursar's office at 802-828-8737.)

Please return this completed form to the VCFA Registrar at the address or fax number below. Please note that diplomas are issued only after you have been cleared for graduation. Please allow four weeks for processing your request. Your replacement diploma, in a protective padded cover, will be sent via U.S Postal Service.

Questions? Please contact the VCFA Registrar at registrar@vermontcollege.edu or (802) 828-8724.

Graduate Information (please print clearly):

Full Name_____

Mailing Address_____

City_____ State/Province_____ Postal/Zip Code_____

Telephone: Home (_____)_____ Work (_____)_____

Fax Number (_____)_____ E-Mail _____

Program Completed: _____ MFA-Writing
_____ MFA-Writing for Children & Young Adults
_____ MFA-Visual Art

Date of Graduation: _____

Name at time of Graduation (if different from above) _____

NOTE: The name on your diploma will appear as officially posted in the Student Information System.

Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY:

Request Received: ___/____/____ Payment Received: ___/____/____ Diploma Sent: ___/____/____