

Richmont Graduate University

REPLACEMENT DIPLOMA ORDER FORM

Records Office

1815 McCallie Avenue, Chattanooga, TN 37404

(423) 648-2668 * FAX: (423) 265-7375

For office use only:

_____ Ordered

_____ Sent to

_____ student

All diplomas are sent via FedEx certified mail with signature confirmation

The Diploma Re-Order fee is \$30.00

Please allow 8-10 weeks for processing – No RUSH service is available

Date of Request: _____

Legal Name *at the time of attendance*: _____

Address (where diploma should be sent): _____

Email: _____ Phone: _____

Degree/certificate earned: _____

Dates attended PSI/RGU: _____ Date graduated: _____

Name as it will appear on diploma:

_____.

I will be paying the **\$30 fee** by:

_____ Check enclosed.

_____ I will phone with my credit card information. (Please call Moose Lutes or Larry Crow (888) 267-4073).

Service Requested:

Please check all that apply:

_____ I attended Richmont Graduate University under its former title (Psychological Studies Institute) and would like a new diploma with the current name reflected on my diploma (**Note: Original copies of the diploma must be turned into the Assistant Registrar or the Assistant to the Dean of Students before the new diploma will be released**).

_____ My original diploma was lost.

_____ My original diploma was destroyed (Please return remains of original diploma).

_____ My original diploma was never received.

Required Signature: _____ **Date:** _____

(Diploma will not be ordered without student's signature.)

FOR OFFICE USE ONLY:

Authorization from the Business Office: _____ **Date:** _____