Capital Community College

REQUEST FOR A REPLACEMENT DIPLOMA

Please complete the form below and make payment of \$25 to the Bursar's Office at Capital Community College. If you cannot come in person please email this completed form to <u>CA-Bursar@capitalcc.edu</u>. Any questions about payment please contact the Bursar's office at (860) 906 – 5052. **Once Form is signed by the Student and Bursar please bring it to the Registrar's Office in room 207.**

Upon payment, we will process your request. Diplomas are only ordered three times a year (January, June, and August). Degrees will be mailed within 6-8 weeks after being ordered. Your replacement diploma may be different from the original. The College officials' signatures may be those for the current year's class.

Print legibly **Print legibly** **Print legibly** Student ID#: _____ Date of Birth: _____ Student's Name (as it appeared on original diploma): _______ Address: _____ Home Phone: ______ Cell Phone_____ Circle one: Degree or Certificate Major: _____ Month & Year of Graduation: ____ Student Signature: _____ Bursar Signature: Date: _____