DIPLOMA REQUEST FORM

Please complete all items on the form. Requests made by telephone or verbally without the completed form will not be accepted or processed. If the form is faxed, please include a cover page.

1. Select Campus (send form to Brookline College at the address or fax number shown):

☐ Albuquerque  Registrar, 4201 Central Ave., N.W., Ste J, Albuquerque, NM 87105  Fax: 505.833.2087
☐ Phoenix  Registrar, 2445 W. Dunlap Ave, Ste 100, Phoenix, AZ 85021  Fax: 602.973.2572
☐ Online  Registrar, 2141 E. Highland Ave, Ste 200, Phoenix, AZ 85021  Fax: 602.956.5831
☐ Tempe/Mesa  Registrar, 1140-1150 S. Priest Dr., Tempe, AZ 85282  Fax: 480.926.1371
☐ Tucson  Registrar, 5441 E. 22nd Street, Tucson, AZ 85711  Fax: 520.748.9355
☐ OKC/West Valley  Registrar, 2141 E. Highland Ave, Ste 200, Phoenix, AZ 85021  Fax: 602.956.5831

2. Student Information

Name____________________________________________________________    ______________________________

Maiden or other name

Social Security or Student ID #________________________________ Date of Birth___________________________

Daytime Telephone #_____________________________ E-mail __________________________________________

Address (Number and Street)_______________________________________________________________________

City_______________________________________________ State________________ Zip______________________

3. Diploma Request

Number of Diplomas requested ___________  ☐ Hold for pick-up  ☐ Mail to address below

(If transcripts are to be sent to more than one address, please use additional forms)

Name___________________________________________________________________________________________

Address (Number and Street)_______________________________________________________________________

City_______________________________________________ State________________ Zip______________________

4. Student Signature*

_________________________________________________________________ Date___________________________

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. It is Brookline College’s policy that student records will not be released without a student’s approval.

Note: One diploma will be issued at no cost to each student who has met all financial and academic obligation required of Brookline College. A diploma request will not be processed until all financial obligations to the institution have been met. A fee of $10 will be assessed for each replacement diploma.