



### 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) 836-9932
- Phoenix** Registrar, 2445 W. Dunlap Ave, Ste 100, Phoenix, AZ 85021 **Fax:** (602) 644-7021
- Online** Registrar, 1140 S. Priest Dr., Tempe, AZ 85281 **Fax:** (520) 416-6673
- Tempe** Registrar, 1140 S. Priest Dr., Tempe, AZ 85281 **Fax:** (480) 507-4126
- Tucson** Registrar, 5441 E. 22nd Street, Tucson, AZ 85711 **Fax:** (520) 585-5712

#### 2. Student Information

Name \_\_\_\_\_  
Last , First, Middle Initial \_\_\_\_\_ 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.