

# SANDHILLS COMMUNITY COLLEGE

3395 Airport Rd \* Attn: Business Office  
Pinehurst, North Carolina 28374  
Fax: (910) 246- 4113

Amount Received: \$ \_\_\_\_\_  
Receipt Number: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Holds Checked/Removed: \_\_\_\_\_

## DIPLOMA REPLACEMENT REQUEST FORM

TODAY'S DATE: \_\_\_\_\_

NAME FOR YOUR DIPLOMA: \_\_\_\_\_

PREVIOUS/ MAIDEN NAME(S): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DEGREE OBTAINED: \_\_\_\_\_

APPROXIMATE GRADUATION DATE: \_\_\_\_\_

\*CELL PHONE NUMBER: (     ) \_\_\_\_\_

\*EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*THESE ARE REQUIRED SO THAT PARCHMENT CAN COMMUNICATE WITH YOU REGARDING YOUR REPLACEMENT DIPLOMA AND FOR YOU TO CLAIM YOUR AWARD.

Diploma Replacements are processed within 7 business days  
PLEASE CHECK YOUR EMAIL FOR UPDATES FROM PARCHMENT

**DIPLOMA REPLACEMENTS ARE \$10.00 PER COPY**

If you want to send this request via fax, print your American Express, Discover, MasterCard, or Visa credit/ debit card number below ( **include the expiration date, CVV code and the amount of the payment**). Fax to (910) 246-4113 or mail your check or money order to: **Sandhills Community College, Attn: Business Office, 3395 Airport Rd., Pinehurst NC 28374**

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

CVV Code: \_\_\_\_\_ (the CVV code is the last 3 digit number located on the BACK of your card. The CVV code on the American Express cards is located on the FRONT above the end of your card number).

**\*ALL Financial obligations to Sandhills Community College must be met before Diploma Replacements can be issued\***

Student ID Number	Degree
_____	Associate/ Certificate/Diploma
_____	_____