

DIPLOMA RE-ORDER FORM

FOR OFFICE USE ONLY
Total # of Diplomas _____
Total Charge _____
Date Diploma Issued _____
Issued By _____

STUDENT INFORMATION

Full Name _____ Date of birth _____
Former Name(s) _____ SS/Student ID# _____
Address _____ City _____ State _____ Zip: _____
Home Phone _____ Daytime Phone _____
Currently enrolled? Yes No Approximate Year of Attendance _____
I authorize LCSC to send my Diploma to the Address Listed Above.
Student Signature _____ Date _____

DIPLOMA INFORMATION

Name _____
PRINT OR TYPE NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA
Degree BA BS BSN BSW BAT BAS BASAT
 AA AS AAS ATC CERT
Major _____
Honors summa cum laude magna cum laude cum laude Presidential Honors
*Signatures printed on the diploma will be for the current President of Lewis-Clark State College and the current President of the Board of Trustees.

PAYMENT INFORMATION

- Standard Processing:** \$25.00 per Diploma. Please allow 1-2 days for processing ($\$25.00 + 2.5\% = \25.63 if using a credit card).
- Express Delivery:** \$35.00 per Diploma. Rush overnight delivery must be received by 11 am to be processed that day. ($\$35.00 + 2.5\% = \35.88 if using a credit card).

You must include check, money order, cash, or credit card information with order form. Diplomas will not be processed without payment. For credit card transactions ONLY there will be a 2.5% fee. LCSC does not accept VISA.

CHARGE: AE MASTERCARD DISCOVER #: _____/_____/_____/_____

V-Code #: _____ Expiration Date: _____

The v-code is a three digit number after the credit card number on the back of some cards.

E-Check: _____
9-digit Bank Routing # _____ Checking Account # _____