



PAYMENT FOR REPLACEMENT DIPLOMA

Student ID# : _____

Program this form is for: _____
(ONE program per payment form)

Graduation Date: _____ (This date will be used to help determine if you need to order a Replacement Diploma or a Regular Diploma. See definitions below for more information.)

Student Name: _____
(print your full name as you wish it to appear on your diploma)

If your name has changed since you attended Kirtland Community College, and you wish to have your diploma in your new name, you must provide government documentation of that change before your diploma can be ordered (Marriage license, divorce certificate, court papers, or a signed social security card with your new name).

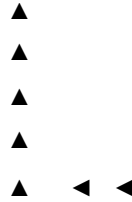
Address diploma should be sent to: _____
Your diploma will be mailed to you after it is received from the printer.

	Street Address	Apt. Number
	City	State Zip Code

A Replacement Diploma Order is done when a student's graduation date is more than one year and two weeks (54 weeks) prior to the date this form is turned in and paid for. Printers charge extra for replacement diplomas, and though the college makes every effort to keep costs down for students, this additional cost must be paid by the student. A Regular Diploma Order may be done when a student's graduation date is less than one year and two weeks prior to the date this order is turned in and paid for.

Replacement Diploma Order:
For diplomas more than one year and two weeks since the students graduation date

<input type="checkbox"/> Diploma only	\$25.00
<input type="checkbox"/> Diploma with cover	\$32.00
<input type="checkbox"/> Tassel with year	\$5.00
<input type="checkbox"/> Tassel without year	\$4.00



Regular Diploma Order:
For diplomas ordered less than one year and two weeks since the students graduation date

<input type="checkbox"/> Diploma only	\$5.00
<input type="checkbox"/> Diploma with cover	\$11.00
<input type="checkbox"/> Tassel with year	\$5.00
<input type="checkbox"/> Tassel without year	\$4.00

If you have any questions regarding your selection, please contact the Records/Registration Office at (989) 275-5000, ext. 251

Please make checks payable to Kirtland Community College and mail or take to the following locations:

Main Campus:
Kirtland Community College
Accounting Department
10775 N. St. Helen Road
Roscommon, MI 48653

M-TEC at Kirtland - Gaylord
M-TEC at Kirtland - Gaylord
Accounting Department
60 Livingston Boulevard
Gaylord, MI 49735

for office use only:

Registrar: Date Diploma Ordered: _____
Date Diploma Mailed: _____

for office use only:

Revised 11/06

Accounting: Date Paid: _____
Processed by: _____