

Spa Tech Institute
Student Information Request Form

Student Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Program _____ Start date _____ Location _____

School Use Only

Request received by: _____ Date: _____

Request completed by: _____ Date: _____

(File in student's Folder with signed release forms as necessary.)

Certificate of completion and official transcript are issued at completion of program, provided that financial obligation for payment of tuition is in current status. Requests for additional certificates, transcripts and special letters may be made using this form. Most requests are completed within 3-5 business days after receipt of form. Payment in full is required before request will be processed. Please forward the request to the Registrar at the site.

Certificate of Completion (Loans and Payment Plans Okay?)

Official Transcript

APTA Registration Documents ___ APP ___ RPP

NCBTMB Verification of Education Form

Special Letter: Describe Purpose of Letter

No charge for letters for the purpose of getting initial license.

Other: Describe

Quantity	Cost	Total
	5.00	
	5.00	
	N/C	
	N/C	
	5.00	
	N/C	
	5.00	

Subtotal – requests

Note: Delivery (addressed) to anyone other than a graduate/student or special letters to other individuals requires a written release form signed by the graduate/student.

Handling Charges - Method of Delivery (Select one)

Office pick up or SAE enclosed with request

1st Class U.S. Mail (includes handling charges)

2-3 day priority or international mail

Overnight mail

Total Cost = requests + handling and delivery

N/C	
2.00	
5.00	
25.00	

Payment method:

Check enclosed: Check number _____

Credit Card: Visa MasterCard Discover American Express

Card Number _____ Exp. Date _____

Cardholder(print) _____ Signature _____