

Payment (If fees paid by student)

If your sponsoring organization is not covering the fee to post credit on an Excelsior College transcript, be sure to include payment. The fee for each transcript is \$40. Make your check or money order payable to Excelsior College.

Payment in full is attached (check, money order, or completed charge authorization)

Credit Card Authorization

I authorize Excelsior College to charge _____ (or current NCCRS listing fee at the time this form is received by Excelsior College) to my:

MasterCard Visa Discover American Express

Credit Card Account Number _____ Expiration Date _____

Name of Cardholder (print) _____

Signature _____

Signature and Date (required)

Please sign and return this form to your sponsor organization if you wish to have courses you have taken from your sponsor organization listed on an official Excelsior College transcript.

Signature: _____ Date: _____

Full signature required. **Do not print.**

Please forward this form to your sponsor organization contact person listed in Part 1.

Transcript Request (optional)

The Excelsior College NCCRS transcript service fee entitles you to receive one student copy of your transcript. If you wish to have an **official** or **additional student copy** of your Excelsior College transcript, please complete the request below and include the appropriate fee with your NCCRS application.

The current transcript fee is \$12. If you require that the additional transcript be sent within 3 business days from the date your NCCRS transcript is prepared, you will also need to pay the Transcript Rush fee for a total of \$42.

Which transcript shall we send? student copy official copy

Are you requesting Transcript Rush service?
(additional \$30 required, making a total of \$42) Yes No

Authorization for release of transcript

Signature (required) _____ Date _____
Full signature required to release transcript. **Do not print.**

Send transcript to (print complete mailing address):

