



## RELEASE OF DIPLOMA/TRANSCRIPT WAIVER

**PLEASE PRINT ALL INFORMATION CLEARLY**

Last Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Student id# \_\_\_\_\_

I have enclosed the appropriate postage and handling fee\* for mailing my diploma/transcript and want it mailed to:

Permanent mailing address for documents:

---

**(Money order/ Cashier's check ONLY)**

\*Mailing Fee: \$15.00 -- Your diploma/transcript will be sent certified mail, return receipt requested only. We do not send documents by Federal Express. Brenkwitz is not responsible for documents lost or damaged by the Postal Service.

I understand that in order to receive my diploma/transcript, I must be cleared both academically and financially.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Signature Date

### Brenkwitz Office Use Only

\$\_\_\_\_\_ Mailing fee received Initial: \_\_\_\_\_ Diploma Sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Money order ☐ Cashier's check \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_