

NATIONAL PARK COLLEGE TRANSCRIPT REQUEST INSTRUCTIONS

(A request form is included below the instructions)

Official Transcript - \$2.00
Unofficial Transcript - Free

Please mail your completed request form along with a check or money order to:

National Park College
Business Office
101 College Drive
Hot Springs, AR 71913

--OR— Fax your request to: NPC Business Office, fax (501) 760-4268. If you would like to pay by credit card, please provide your information at the bottom of the Transcript Request Form.

--OR— You may submit a form and payment to the NPC Business Office in person (however, same day processing is not available).

You must sign the request. Failure to sign the request will delay processing.

Payment must be made before processing. Failure to pay for request in advance will delay processing.

Please allow up to 5 business days for processing your transcript request and longer if transcript is being mailed (up to two weeks during registration and grading periods). This also includes unofficial transcripts.

A valid photo ID must be presented by anyone picking up an NPC transcript.

If you should need further assistance or have any questions, please contact us at (501) 760-4222.

NATIONAL PARK COLLEGE TRANSCRIPT REQUEST FORM

101 College Drive, Hot Springs, AR 71913

FAX: 501-760-4268 NPC: 501-760-4222 ENROLLMENT SERVICES: 501-760-4159

Official Transcript (\$2.00/copy) Qty. _____

Unofficial Transcript (free) Qty. _____

I. Name: _____ SSN (required): _____

Name(s) While in Attendance (if different): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone: _____

List Dates of Attendance: _____

Program(s) in which you were enrolled: _____

Did you graduate? _____ When? _____

Did you graduate from Quapaw Technical Institute? _____ If so, when? _____

II. When to Send Transcript: _____ Now _____ After Grades/Degrees Post

III. How to Send Transcript:

_____ Student Pickup - valid photo ID required

_____ Allow _____ to pick up my transcript(s) – valid photo ID required

_____ Mail transcript to (please include complete address including name of institution/department if applicable):

Please note:

- Transcripts are not released to students who have outstanding financial obligations to NPC.
- Please allow up to five business days for processing and up to two weeks during registration and grading periods.
- Please use separate forms for requests with more than one destination.
- **Same day transcript service is not available at this time.**
- In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts will not be released to a third party without the student's written permission.

Signature: _____ Date: _____

To Pay by Credit Card:

Card Type: _____ Card #: _____

Expiration Date: _____ Name on Card: _____

3 Digit CVV code on Back of Card: _____

For Office Use Only:

Approved by BO _____ Amount Paid _____ Date Issued _____ By _____ P/U, Mailed, or SPEEDE _____