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 pay by phone at (501) 760-4125.

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

You must sign the request. Failure to sign the request will delay processing. Transcripts are not released to students with outstanding financial obligations to NPC.

Payment must be made before processing. Failure to pay for request in advance will delay processing. Please be aware that NPC does not accept American Express cards.

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). NPC does not fax or email 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): _____ DOB: _____
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 Post _____ After 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. NPC does not fax or email transcripts.
- Please use separate forms for requests with more than one destination.
- Same-day transcript processing is not available.
- 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 _____