



Mail or Fax to:
Student Services
Nova Academy of Cosmetology
5979 Bandel Road
Rochester, MN 55901
Phone: 507-280-6910; Fax: 507-280-6915

Official Transcript Request

Current Name: Last: _____ First: _____ Middle I: _____

Other names that may have been used: _____

Current Street Address _____

City _____ State _____ Zip Code _____

Telephone(home) _____ cell _____

Email Address _____ Birth Date: _____

Official Transcripts cost \$10.00 for each transcript.

<u>Where to send transcript(s):</u>	<u>No. of Copies</u>	<u>Method of Payment</u>
Pick up at Nova Academy	_____	Amount Paid: \$ _____ cash
Mail to student at above address	_____	\$ _____ check
Mail to the following name and address _____		We accept visa, MasterCard, AMEX and discover cards.
_____		Amount charged to credit card: \$ _____
_____		Credit Card Type: _____
_____		Credit Card #: _____
		Credit Card Exp. Date: _____
		Credit card CVV: _____
		Credit card zip code: _____

Official Transcripts will be sent by U.S. Mail. Normal processing time is two weeks. All holds and outstanding balance owed to Nova Academy of Cosmetology must be paid in full before an official transcript is issued. To clear financial holds, contact Financial Aid office at Nova Academy 507-280-6910.

Signature: _____

Your signature is required before we can process your request.

Office Use only: Date request received: _____ Date sent out: _____