



LABETTE
COMMUNITY
COLLEGE

Replacement Diploma Order Form

Fee: \$25.00 per Diploma

200 South 14th Street
Parsons, KS 67357

******Office Use Only****** registrar@labette.edu

Date Received _____ Time Received _____ Received by Fax ___ by Mail ___ Brought In ___ Date Sent: _____

Payment _____ Cash Check Debit/Credit Card Staff Initials _____ Sent By _____

Diploma requests will only be on file for 30 days if the diploma request cannot be processed due to holds or lack of payment.

Print and complete all information

Last Name: _____ First Name _____ Maiden _____

Student ID or Social Security Number _____ Date of Birth _____ Phone Number _____

Full Name as to Appear on Diploma (Please Print) _____

Degree received _____ Major _____

Year of Labette Community College Graduation _____

Address to send diploma

Address: _____ City _____ State _____ Zip Code _____

Student Signature _____ **Date** _____

Please allow 2-3 weeks for delivery.

Please mail to address above or upload to the Admissions/Registrar Drop Box online at: <http://www.labette.edu/registrar/index.html>

There is a \$25 fee for the replacement diploma. You can pay with cash, check, or debit/credit card through the Labette Community College

Business Office. For payment questions please contact the Business Office at 620-820-1231 or 620-820-1282.

Credit Card Payment Information

Name as it appear on the on Card: _____

Credit Card Number: _____ Expiration: _____