



**LABETTE
COMMUNITY
COLLEGE**

Replacement Diploma Order Form

Fee: \$50.00 per Diploma

200 South 14th Street
Parsons, KS 67357
registrar@labette.edu

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 _____

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** _____

There is a \$50 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: _____

Please allow 4-6 weeks for delivery.

Mail Replacement Diploma Order Form to:

**Labette Community College
Attn: Admissions Office
200 S 14th Street**

Revised 08/2021

******Office Use Only******

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

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