



Graduation Award Request Form

Student ID Number: C# _____ Date of Birth _____

Name on Academic Record: _____

Telephone Number: _____

Complete the section of this form that is applicable to your request.

A. Authorization for Third Party Pickups

_____ is authorized to pick up my award on my behalf.
Name of authorized individual (will need to present photo ID)

Student Signature

Date

B. Mail my award to this address.

First and last name

Street address or P.O. Box

City, State, Zip

Student Signature

Date

Please Note:

A \$5 mailing fee per award is required for awards mailed to a S.C. address. Send form and payment to Student Records, 506 North Guignard Drive/ Sumter, SC 29150. Make check or money order payable to Central Carolina Technical College. Alternatively, you may email the form to records@cctech.edu and call the Cashier at (803) 778-1961 to pay the fee by phone.

C. Order Duplicate Degree, Diploma, or Certificate (\$25.00 each)

Name to appear on award

Graduation Date:

Degree, Diploma, or Certificate Received

Name to appear on award

Student Signature

Duplicate awards are \$25 each plus a \$5 mailing fee if you request your award to be mailed to a S.C. address. Send form and payment to Student Records, 506 North Guignard Drive/ Sumter, SC 29150. Make check or money order payable to Central Carolina Technical College. Alternatively, you may email the form to records@cctech.edu and call the Cashier at (803) 778-1961 to pay the fee by phone.

I will pick-up my award. (You will be notified once the award is ready for pick-up.)

I would like my award mailed to me. (Also complete Part B of this form.)

Please allow 6-8 weeks for processing of duplicate awards.