

## Replacement Graduation Award Form

- The cost of a replacement graduation award is \$25.00 per award.
- To pay by phone call the Business Office Helpline at 803-774-3383.
- To pay in person you will need to come to the Main Campus Building M200 Finance Suite M2310.

### Information that you need to provide:

**Student ID Number or last 4 digits of Social Security number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

- The name listed on your academic record is the name that will appear on your award. If incorrect, a name change will need to be completed. Please contact Student Records at 803-778-6654 or email [records@cctech.edu](mailto:records@cctech.edu).

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Personal Email Address:** \_\_\_\_\_

**Check Box if you wish to have your contact information updated.**

**Degree, Diploma, Certificate:** \_\_\_\_\_

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Please email this form to Student Records [records@cctech.edu](mailto:records@cctech.edu) along with a picture of your state issued ID or driver's license. Your request will be processed within 3 business days.

You will receive a digital award and a physical copy in the mail from Parchment Diploma Services.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### FOR OFFICE USE ONLY:

\_\_\_\_\_  
**Student Records Staff Signature**

\_\_\_\_\_  
**Date Processed**