

# Diploma Re-order

A processing fee of \$10.00 must accompany the request for a diploma re-order.

**PLEASE NOTE:** No request for diploma re-order will be processed without this completed form or if there is a departmental hold or an unpaid balance owed to the college. Unprocessed requests and any associated fees received will be destroyed and you must resubmit your request after all HOLDS and financial obligations are satisfied.

I, \_\_\_\_\_ hereby request a diploma reorder.  
(Please Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name as to how you would like it on Diploma:  
\_\_\_\_\_

Address of where to mail diploma:  
\_\_\_\_\_

When did you graduate:  
\_\_\_\_\_

Once form is completed, please fax, mail or scan and e-mail to:

Fax: 276-326-4550

Mail: Bluefield College, Attn: BCCentral, 3000 College Drive, Bluefield, VA 24605

E-mail: [bccentral@bluefield.edu](mailto:bccentral@bluefield.edu)

**Credit Card Information PLEASE PRINT LEGIBLY**  
(Payment required for all diploma reorders)

Students Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Exp Date: \_\_/\_\_/\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Type of Card: \_\_\_\_\_ Security Code: \_\_\_\_\_

**BLUEFIELD COLLEGE DESTROYS ALL CREDIT CARD  
INFORMATION IMMEDIATELY UPON PROCESSING.**