

# Point University

## DIPLOMA REORDER FORM

### **Office of the Registrar**

507 West 10<sup>th</sup> Street  
West Point, GA 31833  
706-385-1018 (phone) 706-645-9475 (fax)

There is a \$50.00 charge for your diploma order (\$45 for the reprint and \$5 for shipping). All financial obligations to Point University must be satisfied before your diploma is released.  
**\*\*Please also note that all reprinted diplomas will have current official signatures.**

Please type or print your full name below exactly as you would like it to appear on your new diploma.

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|                                  |             |           |
|----------------------------------|-------------|-----------|
| First Name <i>(Please print)</i> | Middle Name | Last Name |
|----------------------------------|-------------|-----------|

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|  |      |       |     |
|--|------|-------|-----|
| Shipping Address <i>(Please print)</i> | City | State | ZIP |
|--|------|-------|-----|

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|            |              |               |
|------------|--------------|---------------|
| Home Phone | Mobile Phone | Email Address |
|------------|--------------|---------------|

Month and year of graduation: \_\_\_\_\_

Degree earned:  Associate  Bachelor of Arts  Bachelor of Science  
 Other (please specify: \_\_\_\_\_)

### **Please note:**

Diploma orders will be placed three times per year in conjunction with our present graduating classes. Orders will be placed in the months of May, December and August.

Payment is required before diploma is ordered. Diplomas will be mailed upon receipt.

Payment options include:

- Cash
- Check
- Credit/debit cards, paid through Point University Student Services at 706-385-1018