



Request for Replacement Diploma

Allow ten business days for processing.

No request will be processed without payment.

Mail completed, signed form and a \$25 check or money order (payable to NGTC) to the following address:

North Georgia Technical College
Attention: Office of the Registrar
PO Box 65
Clarkesville, GA 30523

Type or Print Legibly

Student ID # or last 4 digits of Social Security #: _____ Phone: (____) _____

Email Address: _____

Name as you wish it to appear on diploma: _____

Name under which you attended NGTC (if different): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Program of Study: _____

Student Signature: _____ Date: _____
(Required)

For Office Use Only

Paid: _____ / _____ Mailed _____ / _____ Picked Up: _____ / _____ Hold: Non-Payment
(Date) (Initial) (Date) (Initial) (Date) (Initial) Other Financial Obligation

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Dr. Vinson Burdette, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to civilrights@gsa.gov. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. 4/13/2022