

BARTON COUNTY COMMUNITY COLLEGE
Academic Transcript Request

Address inquires to: Barton County Community College
Office of Enrollment Services
245 NE 30th Road
Great Bend, KS 67530
(620) 792-9252 or (800) 748-7594
FAX: (620) 786-1175



Date of Request: _____

Name: _____
Last First MI Maiden/Other Names

Social Security Number/College ID: _____ Date of Birth: _____

Current Address: _____

Telephone Number: _____ Email Address: _____

- _____ No. of transcripts requested
- _____ Send Now; do not hold for semester grades
- _____ Hold for current semester grades
- _____ Hold for degree comments

Transcripts are released ONLY by request signed by the student.

Student Signature

FEE for each Transcript: \$5.00 Mail or FAX

Requests will be withheld from any student with a financial hold on their account. The appropriate fee must accompany any request or the request will not be processed.

Send my academic transcript to the following address:

Transcripts will be issued within 48 hours upon receipt. Please allow at least two weeks at the end of the term or during peak enrollment.

Transcripts will not be processed until payment is received

Payment Information:

- Payment Online - Pay online at www.bartonccc.edu – Student Online Services – PAWS - Pay Online Option
- Payment Enclosed – Check/Cash/Money Order

Or

Credit Card Information:

Card Type _____ Card # _____ Exp. Date _____
Name on card _____ Zip Code for Card Holder: _____