



FEE SCHEDULE EFFECTIVE 12/8/2011

EXPEDITED TRANSCRIPT and BILLING REQUESTS ARE ONLY AVAILABLE from 8:30 a.m. – 3:00 p.m. [last mail processing] M - F of non-holidays , barring unforeseen occurrences

BILL TO: _____	DATE: _____
MAILING ADDRESS: _____	TRANSCRIPT FOR: ID# _____
_____	NAME: _____
_____	BILLING ACCOUNT # _____

_____ TRANSCRIPT (OFFICIAL, UNOFFICIAL COPY) 3-4 DAYS CHECK OR MONEY ORDER @ \$ 4.00 \$ _____

_____ SAME DAY TRANSCRIPT AVAILABLE from 8:30 a.m. – 3:00 p.m. @ \$ 15.00 \$ _____

_____ **RETURNED CHECK FEE [FROM BUSINESS OFFICE] @ \$25.00 plus original amt \$ _____**
*This fee is Payable to the Bus Office only by CASH, MONEY ORDER or by * CREDIT CARD*

*** _MATERCARD, DISCOVER AND VISA CREDIT CARDS ARE ACCEPTED**

***Credit Card Acc. # _____ (Exp. Date: ____ / ____) AND**

the 3 digit Security Code : [_ _ _] found on the reverse side of the credit card

PROCESSED BY Fontbonne University's BUSINESS OFFICE Fee Paying Web site @ www.fontbonne.edu
OR BY PHONE @ 314-889-1405 OR ON CAMPUS IN RYAN HALL 215

_____ **DIPLOMA MAILING CHARGE for ORIGINAL NON - REPLACEMENT DIPLOMA @ \$10.00 \$ _____**

_____ **REPLACEMENT DIPLOMA (INCLUDES POSTAGE) [subject to verification] @ \$75.00 \$ _____**

Please allow 6-8 weeks for Replacement Diploma

NAME on Original Diploma _____

Type and Date of Degree conferred _____

Date _____ PAID \$ _____

***** PLEASE NOTE *** ONLY PRE - PAID SERVICES ARE AVAILABLE**