

2003/2004 Catalog Addendum

December 22, 2003

The following changes will take effect January 1, 2004.

Transcripts

Transcripts (official and unofficial) are issued by the Office of the Registrar upon receipt of a signed written request from students or former students who do not have a hold on their records.

Fees and Turnaround Time

Regular Service *:

\$4.00 per transcript requested

- > Requests submitted by Wednesday will be available on the following Monday.
(5 business day or less turnaround time)
- > Requests submitted by Friday will be available on the following Thursday.
(5 business day or less turnaround time)

Same-Day Service **:

\$8.00 per transcript requested

** Turnaround time may be longer during busy periods such as registration. Students and former students are advised to plan accordingly. In addition, former students requesting transcripts who were last enrolled at TCI prior to 1988, as well as those who attended closed schools operated by North American Training Services, Inc. may experience longer turnaround times due to the need to retrieve academic records warehoused off-site.*

*** Same day service is not available to students who were last enrolled at TCI prior to 1988 or those who previously attended closed schools operated by North American Training Services, Inc.*

Payment of Fees

Fees may be paid in one of the following ways:

- in person by cash, check or money order at the TCI Cashier's Window
- through the mail by check or money order made payable to "Technical Career Institutes". Please do not send cash by mail.
- currently enrolled students in good financial standing may charge the fee to their TCI Student Account

Submitting Requests by Mail

Requests by mail should include

- > required fees;
- > name(s) and full address(es) of where transcripts are to be sent;
- > the following information:

- name (at time of attendance)
- TCI student ID number (if possible)
- social security number
- date of birth
- current address
- current telephone number
- dates of enrollment at TCI
- your signature (*required before we can release transcripts*).

Requests should be sent to:

Office of the Registrar
TCI College of Technology
320 West 31 Street
New York, NY 10001