



In accordance with Policy 04:02:00 *Collection of Accounts Receivable*, by signing this document, I attest that I understand that:

Transcripts can only be released for future employment or transfer to other colleges if: a) the account is paid in full; b) 20% of the balance due stated on the promissory note has been paid for 5 consecutive months prior to graduation; or c) 5 months of consecutive payments have been made according to the promissory note after graduation.

One official transcript to apply for nursing licensure will be released to the student upon graduation and is not subject to encumbrance.

Student Signature: _____

Date: _____