

LANCASTER THEOLOGICAL SEMINARY

RELEASE OF TRANSCRIPT AUTHORIZATION

By completing, signing and submitting this form to the Office of the Dean, the student may request transcripts by phone or e-mail without the necessity of further signature. Please read the conditions prior to signing the release:

- By my signature affixed below, I hereby authorize Lancaster Theological Seminary to release my academic transcript to me or a third party upon my verbal, email or fax request while I am a student at Lancaster Theological Seminary.
- I understand that I have the right not to consent to this authorization, and that, if signed below, this authorization shall remain in effect until revoked by me, in writing, and delivered to the Office of the Dean at Lancaster Theological Seminary. Any such revocations shall not affect disclosures previously made by Lancaster Theological Seminary prior to the receipt of any such written revocation.
- I further understand that one transcript per semester may be requested at no fee; that subsequent transcripts may be requested during a semester at a fee of \$10.00 per transcript; and that under no circumstances will transcripts be released if there is an outstanding balance on my Seminary account.

Print Name: _____

Signature

Date

Return this form to the Office of the Dean
Lancaster Theological Seminary
555 West James Street
Lancaster, PA 17603