

TRANSCRIPT REQUEST POLICY

Student may request an official transcript even if a balance is owed to the school. Official transcripts will be sent directly to the requesting institution, military or job. Transcripts will not be handed to the student.

Transcript request with balance owed procedure:

- Provide written proof of needing the transcript for a job application.
- Provide written proof from another postsecondary institution requesting the transcript, which you will be transferring to, or pursuing another education at.
- Provide written proof of entering into military or national guard, where they request the transcript.
- Provide the name and address to mail the transcript to.
- Student will sign a payment plan with Elevate Salon Institute acknowledging the remaining balance before releasing the transcript.
- Delinquent accounts missing more than 2 payments will be sent to a collection's agency.