



BILLING RATES - FY 10/11

DEPARTMENT NAME :
Records and Registration

VICE-PRESIDENT AREA :
Academic Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 10/11 RATE	CUSTOMERS BEING SERVED
Transcript Sales Fees	per transcript	\$10.00	All students purchasing transcripts
Diploma Mailing Fee	per diploma	\$10.00	All students requesting diplomas to be mailed
Late Graduation Application Fee*	per application	\$25.00	Candidates applying after deadline
Additional late fee	per day*	\$5.00	Candidates applying after deadline
Replacement/Additional Diploma fee	each	\$25.00	Graduates requesting replacement or additional diplomas
Legal Name Change on Replacement Diploma	each	\$50.00	Graduates requesting name change on previously issued diplomas
(Includes legal name change and replacement diploma)			
Clearinghouse Degree Verify Surcharge	each	\$1.50	Employers and background search firms
Student Records Subpoena	each	\$50.00	Requesting attorney's office
Late Fees for GS-2 and GS-4	per application	\$25.00	Candidates applying after deadline
Daily Add On Fees*	per day	\$5.00	Candidates applying after deadline

* maximum late fee is \$125.00