



TRANSCRIPT POLICY

An official transcript is a sealed, certified record of a student's academic history at JBC, issued by the Office of the Executive Director. Transcripts are issued to current students, former students, and graduates upon written request and payment of any applicable fee.

COST

The cost of an official transcript is **\$10 per copy**. The **first official transcript at graduation is provided free of charge** as part of the Graduation Fee. Unofficial transcripts (PDF copies for personal use, not certified) are available at no cost.

PROCESSING TIME

Standard processing time for transcript requests is **5 to 10 business days** from the date the complete request and payment are received. Rush processing is not available.

HOLDS

Transcripts will **not be released** for any student or former student with:

- Outstanding financial balance with JBC.
- Unreturned library or institutional materials.
- Active disciplinary holds.
- Incomplete admissions or registration paperwork.

Students with holds will be notified and given the opportunity to resolve the hold before the transcript is released. The transcript request fee is held pending resolution.

DELIVERY METHODS

Official transcripts may be delivered by:

- **U.S. Mail (standard)** — included in the standard fee. Mailed in a sealed envelope with the JBC seal.
- **Electronic delivery** — sent as a secure PDF directly to the recipient's verified email address. Available for institutional recipients only (other colleges, employers requiring secure verification).
- **Pickup at Metro Tab Church** — by prior arrangement only, picked up by the student personally with photo ID verification.

SELF-REQUESTS VS. THIRD-PARTY REQUESTS

Transcript requests must be submitted by the student or former student personally and signed by the student. Third parties (employers, other institutions, family members) cannot request a student's transcript on the student's behalf without a signed FERPA release on file.

TO REQUEST A TRANSCRIPT

Complete the JBC Transcript Request Form (separate document) and submit to the Office of the Executive Director at admin@judahbiblecollege.org or PO Box 23527, Chattanooga, TN 37422 along with payment (\$10 per official copy).