# Transcript Release Form

**BON SECOURS MEMORIAL COLLEGE OF NURSING**  
8550 MAGELLAN PARKWAY, SUITE 1100  
Richmond, Virginia 23227  
www.BSMCON.edu  
Phone 804-627-5331  
Fax 804-627-5411

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle initial</th>
<th>SSN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Name attended under) | Last | First | Middle initial | Daytime telephone number
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Street address | City | State | Zip code
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E-mail address | School Attended | Year Graduated
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Release transcript to:**

Please indicate:

- [ ] Mail now
- [ ] Hold for current semester grades, then mail

**Name of institution**

**Street address**

**City** | **State** | **Zip code**
|---------|-----------|-------------|

Please indicate type and number of copies:

- [ ] Official | [ ] Number of copies
- [ ] Unofficial | [ ] Number of copies

Attn: (if applicable)

The fee for each transcript is $5.00 per copy.  
Completed transcript requests will be processed within 3 to 5 business days.  
Payment methods: Checks or Money Orders: Make payable to BSMCON.  
Credit Card: Please call the College Bursar 804-627-5362 or 804-627-5385 to make a payment over the phone.  
If you would like to pay in person, the Bursar is onsite at the College every Wednesday from 11:30 AM to 1:30 PM.

*I understand that transcripts will not be issued until all financial and/or other obligations to the College are cleared.*

**Signature** Required for release of transcripts  
**Date**

The Family Education Rights & Privacy Act of 1974, as amended, prohibits the release of this information to a third party without written consent of the student.