

Wesley College Transcript Request Procedure

On October 1, 2010, Toccoa Falls College accepted responsibility for custody of the academic records of students enrolled at Wesley College, Florence, Mississippi, previously known as Dallas Bible School, and Westminster College, both of Texas.

Official copies of transcripts are those provided by the Registrars Office of Toccoa Falls College and mailed directly to a college, business, etc. requested by the student or alum. Some colleges may accept a transcript as official if delivered by the student in a sealed envelope from TFC. Check with the recipient for their requirements.

- There is a \$8 charge for the release of Wesley transcripts
- If your name has changed since you attended Wesley, please fax or mail a copy of your marriage license or court order documentation of legal name change so that we may update your records
- Please allow two business days for requests to be filled.
- Rank and SAT/ACT scores are not included on transcript.
- We do not issue or reproduce transcripts from other institutions. Requests for transcripts of work taken at other institutions must be directed to the institution concerned.

In order to protect the privacy of student records, the Family Educational Rights and Privacy Act of 1973 as amended, requires a student signature for each transcript request. Because of this, telephone requests can not be honored.

To request a transcript, please print and fully complete the transcript request form below. There are three ways you can get this to us:

Mail: Registrar's Office
PO Box 800896
Toccoa Falls, GA 30598

Fax: (706) 282 – 6011
Scan & E-mail: registrar@tfc.edu



_____ (SSN) _____ (Dates of attendance)

Name: _____
(Last) (First) (Middle)

Address: _____
(Street)

_____ (City) _____ (State) _____ (Zip)

_____ (Phone – In case we need to call you) _____ (E-mail)

Signature: _____ (Date)



**Wesley College
Transcript Request**

**Office of the Registrar
Toccoa Falls, GA 30598**

\$8 Fee per Transcript Paid by:

- Check
 Credit Card

*Transcript(s) will be released upon confirmation of payment

No. of copies requested: _____

Address you would like your transcript to be sent to:

FOR OFFICE USE ONLY
Notice Sent: _____
Approval: _____ Denial: _____
Transcript Mailed: _____