

Transcript Request Form

Transcripts

The student's official academic record is the property of the institution. Official Transcripts will only be released at the student's request, if the student's account is cleared with all offices of the institution. Unofficial Transcripts may be accessed anytime on Populi. There is no charge for Official Transcripts. To request an Official Transcript, the student must

- Complete and sign the transcript request form.
- Submit the completed and signed form to the Registrar.

Transferability of Credit

Visible Music College is a special purpose institution. That purpose is to train and equip musicians, technicians, and business professionals in skill and character for effective service in the music industry and the Church. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

To verify accreditation status, contact

Transnational Association of Christian Colleges and Schools
P.O. Box 328, Forest, Virginia 24551
Phone (434) 525-9539 • Fax (434) 525-9538
E-mail: info@tracs.org
Website: www.tracs.org

For course descriptions, syllabi, or faculty credentials, please contact

Registrar
Visible Music College
200 Madison Avenue
Memphis, TN 38103
E-mail: Registrar@visible.edu
Phone: (901) 381-3939 x222
Fax: (901) 377-0544



Transcript Request Form

Please legibly complete this entire form, sign your name, and submit it to the Registrar.

Student's Name: _____
 First name Last name Maiden name (if applicable)

Current Address: _____
 Street number Street name Apartment # (if applicable)

 City State Zip Country (if applicable)

Phone Number: (____) _____ E mail: _____

Current Occupation: _____

Indicate type of Transcript: Official Unofficial

Send Transcript to: _____
 Name/Office

 Institution

 Street number Street name

 City State Zip

I understand that my official transcript will not be released if any financial obligations to Visible Music College have not been satisfied. I understand that it is my responsibility to verify with the Business Office that my account balance has been paid prior to requesting official transcripts.

I have read and agree to the above statements. In accordance with the Family Education Rights and Privacy Act of 1974, I understand that Visible Music College will not release my official transcript without my written consent.

Signature: _____ Date: _____

OFFICE USE ONLY

_____	<input type="checkbox"/> Good Standing	Comments:
Business Office Signature & Date	<input type="checkbox"/> Financial Hold	
_____	<input type="checkbox"/> Sent: _____	Comments:
Registrar Signature & Date		

