

THE UNIVERSITY OF AESTHETICS & COSMETOLOGY

Transcript Policy *(updated. 25 October 2023)*

This Institution cares deeply about all of our students & wants them to endeavor to complete their education so that they may become licensed & gainfully employed in their chosen career field. However, in some instances, students are unable to complete their education.

To assist those students who are in need of a transcript, this Institution has developed this policy.

Defining Types Transcripts

1. **Unofficial Transcript** means the academic transcript or a similar academic record of each current or former student of an institution of higher education that contains information customarily provided on an official transcript, but cannot be used to transfer academic credits to another institution of higher education. (Source: P.A. 102-998, eff. 5-27-22.)
2. **Official Transcript** means the academic transcript or a similar academic record of each current or former student of an institution of higher education that is deemed official, authenticated, certified, or bona fide and that contains information customarily provided on an official academic transcript, including, but not limited to, courses taken, terms, grades, degrees or credentials conferred, and any other similar information. (Source: P.A. 102-998, eff. 5-27-22.)

Release of Official Transcripts to Withdrawn Students

- ✓ All requirements according to the Official School Catalog and the signed Enrollment Agreement, including an Exit Interview, Exit Counseling, etc. must be completed to the satisfaction of the Institution;
- ✓ For an Academic Credit in a payment period to be included, all debts owed to the school are paid in full or financial arrangements acceptable to pay debt to the Institution must be made; &
- ✓ All equipment, supplies, books, etc. which have been provided by the Institution are returned in a condition acceptable to the Institution.

Release of Unofficial Transcripts

This Institution will not withhold an Unofficial Transcript to a current or former student. The fee for Unofficial Transcripts is \$300. & may be waived due to mitigating circumstances.

Requests must be in writing to the campus associated with the enrollment at the time of exit.

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