

TRANSCRIPTS

Transcripts will be issued upon request (and payment) through the National Student Clearinghouse (<https://www.studentclearinghouse.org/>). Requests held due to unsatisfactory financial status will be kept on file for one month. If all financial obligations have been met at that time, the transcript will be sent as requested. The release of an unofficial transcript if a restriction/hold is placed on the student's record is stated below:

1. Cornerstone University will provide only one unofficial copy of an academic transcript (one per student per lifetime) if there is a current restriction on his/her record and the student specifically inquires. The \$5 fee is waived.
2. The transcript will clearly note it is an "Unofficial Copy" and "Student Reference Only" and if appropriate, "Transcript Hold: Financial Obligation."
3. Cornerstone University will only release the unofficial transcript to the student and not to any third party.