



Diploma Replacement Request

Use this form to request a replacement of an award previously issued. The diploma replacement fee is \$25.00 for each award requested. All financial obligations to GNTC must be satisfied before an award can be mailed. You can pay by phone at 706-295-6946 or pay at your nearest campus. Please allow up to two weeks for your request to be processed and mailed.

Student ID# or Social Security# _____ Date _____

Last Name _____ First Name _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Award you want replaced _____ Year Completed _____

Check one: Associate Degree Diploma Technical Certificate of Credit

Award you want replaced _____ Year Completed _____

Check one: Associate Degree Diploma Technical Certificate of Credit

Award you want replaced _____ Year Completed _____

Check one: Associate Degree Diploma Technical Certificate of Credit

Return this form in one of the following ways: Deliver/mail to a Student Help Center listed below. Scan and email as a .pdf document to the [Graduation Office](#). Call 866-983-4682 if you have questions or need assistance.

- Catoosa County Campus; 120 College Park Drive; Ringgold, GA 30736
- Floyd County Campus; One Maurice Culberson Drive; Rome, GA 30161
- Gordon County Campus; 1151 Highway 53 Spur SW; Calhoun, GA 30701
- Polk County Campus; 466 Brock Road; Rockmart, GA 30153
- Walker County Campus; 265 Bicentennial Trail; Rock Spring, GA 30739
- Whitfield Murray County; 2310 Maddox Chapel Road; Dalton, GA 30721

Office Use Only: Paid _____ Date _____

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