

# **OPERATING PROCEDURES**

## **TRANSCRIPT REQUESTS**

### **POLICY/PURPOSE:**

- It is the policy of Empire Beauty School to release official transcripts to all current and former students.

### **PROCEDURE:**

Any current or former student may follow the following procedure to request their transcript:

1. Access the Empire Beauty School Website - <https://empire.edu>
2. Select the "Transcript Request" link at the bottom of the page under the Current Students section:
  - a. Complete the Student Information, Mailing Information and Credit Card Information
    - i. Note: there is a fee to process the request
  - b. Submit the form

Student Services will review all requests and mail official transcripts in the order the requests are received.

### **NOTE:**

- Empire Beauty School does not withhold transcripts from any former student that may have a financial balance.
- Students should allow 7-10 business days for processing.
- Official transcripts are sent via mail only and cannot be emailed or faxed.

### **COLORADO STUDENTS ADDITIONAL NOTE:**

- This policy pertains to Colorado HB22-1049.
- Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).