



Date: _____

Graduation Request Form

Upon completion of any program from the School of Healing Arts, each student receives one Official Transcript and one Program Certificate, free of charge. Any additional copies thereafter require a \$5.00 processing fee for each Official Transcript and a \$10.00 fee for each Program Certificate and can be requested by filling out a "Transcript/Certificate Request Form". All transcripts and certificates will be completed within 3-7 business days from date received. *Please note: Students graduating from the Massage Trainee Program will receive their transcript and certificate automatically and need not to fill out this form.*

NAME: _____ STUDENT ID: _____
as you would like it to appear on your transcript/certificate

ADDRESS: _____

PHONE #: _____ SS#: _____

Please indicate which program you are graduating from:

Massage Practitioner

Holistic Health Practitioner

Hypnotherapy

Whole Foods Nutritional Counselor

Zen-Touch Technician

Please indicate which action you would prefer, when your document is ready:

_____ Call me at the number noted above for PICK-UP

_____ MAIL to address noted above

If you plan on taking the NCBTMB exam after your completion of 500 hours and would like us to mail a copy of your transcript directly to NCBTMB, please check the desired box:

Mail my transcript to NCBTMB right away (I am ready to take my exam now).

Hold my transcript until I notify School of Healing Arts Administration Office that I want the transcript mailed out to NCBTMB (I want to wait to take my exam).

CONGRATULATIONS!!!!