



**AVEDA INSTITUTE
MINNEAPOLIS**

Transcript request form

To receive a copy of your academic transcript, fill out and return this form via mail or fax with a \$5.00 check, money order or credit card information made out to Aveda Institute Minneapolis. (Includes one transcript copy per \$5.00). Each copy can be faxed, mailed or emailed. Official transcripts will be withheld if tuition or fees are owed.

Please allow a minimum of 7 days and a maximum of 30 days for processing.

If you have any questions, contact Aimee Clifford, acliffor@aveda.com.

your name as it appears on our records. LAST, FIRST	last four digits of social security #:
email address:	contact number:
month / year of last attendance:	program(s) attended: <input type="checkbox"/> cosmetology <input type="checkbox"/> esthiology <input type="checkbox"/> massage therapy location attended: <input type="checkbox"/> Minneapolis <input type="checkbox"/> Washington, DC
**If you need a transcript for school enrollment, be advised many schools will only accept transcripts <u>in the mail, directly from Aveda Institute Minneapolis</u>. Faxed and emailed copies may not be considered <u>valid</u>.	
US Mail To: Name of Person, Business, School, etc. Address: Attention (dept):	fax # or email to send transcript to: Attention (dept):
Use this space if additional copies are needed	Credit Card # ----- Exp: /
Use this space if additional copies are needed	Mail or fax form to: Aveda Institute Minneapolis 400 Central Ave SE Minneapolis, MN 55414 attn: Aimee Clifford fax #: 612 -378 -7435 attn: Aimee Clifford