



STUDENT REQUEST TO MAIL DIPLOMA

Student Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number (____) _____

_____ I am a **June graduate**. Diplomas released for mailing as of June 20.

_____ I am a **January graduate**. Diplomas released for mailing as of February 1.

_____ I am a **Summer graduate**. Diplomas released for mailing as of August 9.

****If the address has changed from what is on file with SCVCS, *proof of residence is required*. The student/guardian assumes responsibility for any loss in transit. Should a replacement be required, the student/guardian will be required to go to the South Carolina State Department of Education to obtain it and will be required to pay the replacement cost.**

Diplomas may be picked up at graduation or from the SCVCS at no charge. To receive a diploma and cover by mail:

- 1. For In State of South Carolina Pay the \$9.30 processing fee** via online payment.
- 2. For Out of the State of South Carolina Pay \$10.30 processing fee** via online payment.

Online Payment Link: <https://ww2.payerexpress.com/ebp/SCVCS/>

(See next page for directions).

2. Return this form by fax, email or mail as follows:

Fax: 803-726-0541

Email: diploma@scvcs.org

Mail: SCVCS

Attn: Pam Helzer

2023 Platt Springs Road

West Columbia, SC 29169

*Student Signature _____ Date _____

*Parent or Guardian Signature if student is under 18 years of age _____ Date _____

Office Use Only: Amount paid: _____ Process Date: _____ Settle Date: _____



Payer Express Instructions

Go to <https://ww2.payerexpress.com/ebp/SCVCS/>

Payment Made on Behalf of

Student Last Name, Student First Name

Confirm Payment Made on Behalf of

Student Last Name, Student First Name

Click  I'm not a robot

Click Pay Now


PAY NOW

Payment Made on Behalf of

STUDENT LAST NAME, STUDENT FIRST NAME

Confirm Payment Made on Behalf of

STUDENT LAST NAME, STUDENT FIRST NAME

 I'm not a robot



Pay Now

Home: Account Holder Information

- Name: First and Last Name
- Phone: Enter phone number and select type of phone
- Email: Email address
- Country: United States
- State: SC – South Carolina

Payment Amount:


- Enter the amount you are paying: **In state of SC \$9.30 Out of state of SC \$10.30**

Choose the reason for your payment: 17 – Graduation Diploma

Payment Method:


- Either Bank Account or Credit Card and enter your information
- Choose the payment method that you entered.

Pay Date: Today's Date

Click  Continue to Payment

Home

| | | | | |
|--|--|--|--|---|
| Name FIRST NAME LAST NAME | | Phone 803-673-1234 Mobile ▾ | | Payment Amount \$ 0.00 |
| Country United States ▾ | | City (optional) | | Choose Reason for Payment Select Option ▾ |
| Street Address (optional) | | State SC - South Carolina ▾ | | Payment Method Enter |
| Street Address Line 2 (optional) | | ZIP Code (optional) | | Pay Date 3/2/2022 |

 Continue to Payment