



Vice President, Business Affairs

Phone: 850-484-1728

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## MEMORANDUM

April 26, 2022

Request for Transcript Fees

The following Request for Transcript Fees will be placed on the agenda as an information item for the 17 May 2022 District Board of Trustees Meeting. PSC Business Affairs intends to then bring the proposed fee change to the Board for approval at the 21 June 2022 District Board of Trustees Meeting, with an effective date of July 1, 2022. If you have questions and/or concerns, please contact Anita Kovacs, PSC Vice President, Business Affairs, at (850) 484-1728 or [akovacs@pensacolastate.edu](mailto:akovacs@pensacolastate.edu).

Currently, for an electronic transcript to be processed by the Office of the Registrar, PSC incurs a cost of approximately \$6.52 per transcript. This cost includes the labor and supplies. If a physical transcript must be processed the average price per transcript increases to \$10.57. The fee is being sought to recover the costs associated with transcript production.

The College will request the addition of two transcript fees: A \$6.00 fee for an electronic transcript and a \$10.00 fee for a hard copy transcript.