

Seton Hill University Registrar
1 Seton Hill Drive
Greensburg PA 15601

Office: 104 Admin | Email: helpfinreg@setonhill.edu | Phone: 724-830-1010

Fee Schedule

Payment in full is required prior to release of documents or any other information. *

- OFFICIAL TRANSCRIPT: Approximately \$10 per copy, depending on method and quantity ordered. Transcripts must be ordered through the [National Student Clearinghouse](#).
- GRADUATION: \$100, billed at the time of submission of the application for graduation.
- DIPLOMA REPRINT: \$100, contact the Registrar's office (see above) for the request form and to make payment.
- ID CARD REPLACEMENT: \$25 for a lost card, \$10 for a damaged card (must present and return damaged card for this reduced fee).
- EDUCATIONAL RECORDS requested in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA)** or requested by legal means (e.g., judicial order or lawfully issued subpoena)*** may be charged reasonable fees to cover expenses including, but not limited to, retrieval, paper, and shipping in instances where production of the records would be financially burdensome to Seton Hill University. All such requests must be made in writing with the student's signature and SHU ID number.

- * SHU may lawfully deny copies of documents or release of information to any student if there is an unmet financial or procedural obligation, or if there is an unresolved disciplinary or academic action against the student.
- ** In accordance with SHU's FERPA Policy, copies of Educational Records may only be given when the failure to do so would effectively prevent the student from exercising the right to examine the records, e.g., when the student is too far away to commute to campus (i.e., the student lives more than 50 miles away).
- *** In accordance with SHU policy, all judicial orders and subpoenas shall be reviewed and approved by the Office of the General Counsel prior to the release of the requested information.