



**PAYMENT INFORMATION**

There is a \$7.00 fee for all transcript requests. Payment can be made with cash, check, money order or credit card. Should a check be returned from the bank, a fee will be charged and you will be notified in writing. Repayment must be made within 7-10 business days.

Checks and money orders should be made payable to Smithtown Christian School. Payments should be mailed to:

**Smithtown Christian School  
1 Higbie Drive  
Smithtown, NY 11787  
Attn: Transcript Request  
Fax: 631-265-1079**

Payment Type: Cash      Check      Money Order      Credit Card

Credit Card Information (if necessary)

Name on Card: \_\_\_\_\_ Card No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CSV Code: \_\_\_\_\_ Amount to Charge: \$ \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

*\*Please allow 7-10 business days to process all requests.\**

**\*The Law does not allow for parents of students who are older than 18, including alumni students who are currently out-of-state, to request transcripts on behalf of their students. HOWEVER, SOMEONE OTHER THAN YOURSELF MAY PICK UP YOUR TRANSCRIPT PROVIDED THAT YOU GIVE THE INDIVIDUAL WRITTEN AUTHORIZATION. Students who are under the age of 18 must have their parent or guardian's signature on transcript requests.**