

**Seton Hill University Registrar
1 Seton Hill Drive
Greensburg PA 15601**

Office location: 104 Administration Building
Email: helpfinreg@setonhill.edu
Telephone: 724-830-1010
Fax: 724-830-1902

Fee Schedule

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

1. Fee for a Seton Hill University official transcript is \$5 per copy. This fee includes ordinary first-class mailing costs. For overnight delivery there is an additional fee of \$25 for each delivery. Transcripts must be ordered using the Transcript Request Form.
2. Fee for reorder (copy) of a diploma is \$100. Registrar must be contacted directly.
3. Fee for replacement of a Seton Hill University ID card is \$25. If the card is damaged and is presented, the fee is reduced to \$10.
4. Fee for replacement of a Seton Hill Parking Permit is \$10.
5. Fees for copies (paper or electronic) of Educational Records requested in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA)** are:
 - a. \$1.48 per page for pages 1 through 20; and
 - b. \$1.10 per page for pages 21 through 60; and
 - c. \$0.37 per page for page 61 and beyond.All requests must be made in writing with the student's signature and SHU ID number.
6. Fees for copies (paper or electronic) of Educational Records requested by legal means (e.g., judicial order or lawfully issued subpoena)*** are:
 - a. \$22.04 for retrieval of records plus
 - b. \$1.48 per page for pages 1 through 20; and
 - c. \$1.10 per page for pages 21 through 60; and
 - d. \$0.37 per page for page 61 and beyond.All 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.