



# Future-Tech Institute

3446 SW 8 Street. Suite 218. Miami, FL 33135

PHONE #s: 305.774.0227/305-456-8092 FAX: 305.445.2217

WWW.FUTURETECH.EDU

Licensed by: Commission for Independent Education. Florida Department of Education. Lic #2333

Accredited by: The Accrediting Commission of Career School and Colleges (ACCSC)

Approved by: Florida Board of Nursing – NCLEX School Code: US70412200

## COVID-19 EMERGENCY RESPONSE PLAN – OFFICIAL TRANSCRIPT REQUESTS

Please use the following form to start the transcript request process. Keep in mind the following:

- This package has been formatted to assist alumni needing to request Official Transcripts processed during the current COVID19 crisis.
- FTI is currently working on a skeleton crew with limited hours at the office. It may take longer than the average (2 working weeks) process time to get your Official Transcripts ready and mailed out.
- All stipulations and policies for Official Transcripts to be processed and issued still apply.
- This package **MUST** be filled out and submitted by the student/alumni. It **MUST** be emailed back to [Registrar@futuretech.edu](mailto:Registrar@futuretech.edu) directly to be processed. It may not be submitted by any other third party.
- You must **FULLY** and clearly fill out the forms and submit them back to FTI for processing. You will be contacted if there is any missing or unclear information. This may delay your request further.
- You can download the package, open it with ADOBE and electronically fill it out and sign it, save it, and then submit back to FTI. Or, you can download, print, fill out (**LEGIBLY**) and sign by hand, scan, save, and submit back to FTI.
- You may choose to fill out the Automatic Payment Authorization form for the Transcript Request fee, or request an electronic invoice for you to process on your own. Either way, the payment will be processed with a credit or debit card. There is a 3.5% convenience processing fee to process the payment. You also have the option of mailing in a cashier's check or money order for the amount as a different option of payment. Unfortunately, due to the COVID19 crisis, we are currently not fully staffed on a regular basis at the office to take cash payments.



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## OFFICIAL TRANSCRIPT REQUEST FORM

Please use the following form to start the transcript request process. Keep in mind the following:

- Once you place a request for issuance of an official transcript, the official transcript processing fee (currently \$10 PER transcript requested, plus \$5 S&H if shipping service is required, including shipping it to a third party other than the student) is due for processing, and order cannot be cancelled or refunded. You will be sent an invoice for the amount based on the number of transcripts you are ordering. You can pay that invoice online (convenience fee applies) or stop by the office to pay in cash, money order, or cashier's check. Once payment is received, the school will start to process your request. You must let FTI know which form of payment you are choosing when submitting the request.
- FTI reserves a 2 working weeks to process and mail out the requested transcripts. The transcript will be mailed via US Postal Service. Keep in mind that FTI is not responsible for the envelope once in the mail.
- If transcript is being mailed to another educational institution, a specific office or contact person should be listed on the request, as FTI will mail to the address you specify and will not be responsible past shipment of the transcript.
- If you are requesting an Official Transcript to be sent to different addresses, a new form must be submitted for each. If you wish to order more than one copy to go to one address, you can use the same form and simply specify the number of transcripts needed shipped to that address.
- Each Official Transcript will be mailed out separately, keep in mind opening the envelop makes them no longer official for an institution requesting Official Transcripts as they must be received sealed.
- Please review your unofficial transcripts with the registrar to make sure all courses, grades, degrees, etc., are reflected. Please pay close attention to any course deadlines, "Grade Contestation" policy before a grade becomes permanent on your record, etc.
- Requests for official transcripts will not be processed until the official transcript processing fee has been paid. Additionally, all other obligations to FTI, which include (but are not limited to) pending official and complete academic transcripts from all institutions previously attended, any unpaid fees, overdue loans, defaulted loans, overdue library dues or borrowed books, audiovisual and/or athletic equipment borrowed but never returned, among other.
- A copy of a valid ID is needed to process your request. (Valid State Driver's License, Valid State ID Card, Passport, Residency Card, etc.)
- Turn this form in to the Registrar or school official you've been instructed to in order to start processing your request.

STUDENT NAME:  DOB:

SSN:  EMAIL:  PHONE:

REQUESTING OFFICIAL ACADEMIC TRANSCRIPTS FOR: PROFESSIONAL NURSING DEGREE (ADN)

NUMBER OF TRANSCRIPTS REQUESTED TO BE SHIPPED TO THIS ADDRESS:

PLEASE ENTER THE EXACT NAME (INDIVIDUAL, INSTITUTION NAME, OFFICE, ETC) AND ADDRESS WHERE YOU WANT THE TRANSCRIPT MAILED:

  
  
  


SIGNATURE: \_\_\_\_\_ DATE:

- FIRST REQUEST WITH GRADUATION APPLICATION
- ADDITIONAL REQUEST AFTER GRADUATION APPLICATION

PICKED UP OR MAILED ON: \_\_\_\_\_  
BY: \_\_\_\_\_ STD: \_\_\_\_\_



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## PAYMENT AUTHORIZATION FORM

Use the following form to authorize Future-Tech Institute to charge the amount herein noted to the card you indicate for either a one-time payment or recurring payments as specified. Note that processing times of payment can vary among banking institutions, consider choosing a Processing of Payment Date that is AT LEAST 3-5 days prior to your Payment Due date. If your payment is not set to be processed in a timely manner and comes into your account past the payment due date, FTI is not responsible for late fees based on your payment plan, which you will be responsible for. Additionally, there is a 3.5% convenience fee to pay with a credit card, which will be automatically factored into the payment charged. You will receive an email with your receipt once the payment is processed for your records, please make sure you provide an email you have access to. Fill out the form legibly. Sign and date where indicated and submit back with the Transcript Request Form.

Make sure to include the \$5 S&H fees if you are requesting transcripts be mailed. Additionally, the 3.5% convenience fee must be added to the authorized amount based on the total of either \$10 if you are picking it up at the school or \$15 if it will be mailed out by FTI. If you will pick it up, the total payment amount will be \$10. If you are requesting it be mailed out, the total will be \$15.53.

NAME: <input type="text"/>		STUDENT ID: <input type="text"/>
BILLING INFORMATION: (ADDRESS AND INFORMATION LINKED TO THE CREDIT CARD)		
ADDRESS: <input type="text"/>		
CITY: <input type="text"/>	STATE: <input type="text"/>	ZIP CODE: <input type="text"/>
EMAIL: <input type="text"/>	CELL PHONE: <input type="text"/>	
CREDIT CARD INFORMATION:		
CARD TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX <input type="checkbox"/> DEBIT		
CARDHOLDER NAME (AS SHOWN ON CARD): <input type="text"/>		
CREDIT CARD NUMBER: <input type="text"/>	CVV: <input type="text"/>	
EXPIRATION DATE: <input type="text"/>	ZIP CODE: <input type="text"/>	
PAYMENT INFORMATION:		
FREQUENCY:	PAYMENT AMOUNT:	CHARGE ON:
<input checked="" type="checkbox"/> ONE TIME PAYMENT	<input type="text"/>	DATE: <input type="text"/>
<input type="checkbox"/> RECURRING PAYMENT	<input type="text"/>	EVERY <input type="text"/> EACH MONTH (UNTIL YOU NOTIFY FTI IN WRITING TO STOP PROCESSING THESE CHARGES)
PAYMENT(S) WILL BE PROCESSED FOR:		
<input type="checkbox"/> APPLICATION FEE <input type="checkbox"/> TEST FEE(S) <input type="checkbox"/> TRANSCRIPT EVALUATION FEE <input type="checkbox"/> MATERIAL FEES <input type="checkbox"/> TUITION FEES <input type="checkbox"/> GRADUATION APPLICATION FEE <input checked="" type="checkbox"/> ON ACCOUNT (OTHER: <input type="text"/> OFFICIAL TRANSCRIPTS REQUEST FEE )		

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Future-Tech Institute in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the noted payment date for recurring payments falls on a weekend or holiday, I understand that the payments may be executed on the previous business day. I acknowledge I am an authorized user of this credit card and will not dispute these scheduled transactions, so long as the transactions correspond to the terms indicated in this authorization form. If the payment is processed and gets denied, I agree FTI will attempt to process the payment again within the following 7-10 business days and may accrue a re-processing fee of \$25.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_