

# DEGREE ORDER FORM

Printed Student Name:

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Degree Earned: \_\_\_\_\_

**EVEN IF YOU PAY YOUR FEES OVER THE PHONE TO HAVE YOUR DEGREE ORDERED – YOUR DEGREE WILL NOT BE ORDERED UNTIL WE RECEIVE THIS FORM!** DEGREES ARE ORDERED ON THE LAST FRIDAY OF EVERY MONTH. **ALLOW 8 WEEKS FOR DELIVERY TO YOUR MAILBOX.** PAY FEES OVER THE PHONE BY CALLING **1-800-525-1611** and asking for **Stephanie Davis**. IF Stephanie Davis IS NOT AVAILABLE, ANYONE CAN HELP YOU, BUT FIRST ASK FOR Stephanie. DEBIT AND CREDIT CARD PAYMENTS ACCEPTED.

Email form back to [grades@andersonvilleseminary.com](mailto:grades@andersonvilleseminary.com)

Print Name **EXACTLY** as to Appear on Degree: No titles are to be included: Name only

**Exact** Address to which Degree is to be Shipped:

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Last 4 digits of SSN: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Email address: \_\_\_\_\_

Medallions for **ALL Biblical Exposition Programs** and all Associate and Bachelor Programs:

Cum Laude

Magna Cum Laude

Summa Cum Laude

Medallions for Master and Doctor Programs that are **NOT** Biblical Exposition Programs:

Distinction

Highest Distinction

**(Return this form to [grades@andersonvilleseminary.com](mailto:grades@andersonvilleseminary.com))**

### Check all the following which apply to your order:

\_\_\_\_\_ \$200 for Graduation & Administration Fee—Includes **ONE** 11X14 Degree. (Does not include frame).

\_\_\_\_\_ \$200 Graduation & Administration Fee + \$100 for **one additional** 11X14 degree. (Does not include frame).

\_\_\_\_\_ \$350 for participation in the Graduation Ceremony (This is in **addition** to the Graduation/Administration Fee and does **not** include cap and gown fees and other fees)

\_\_\_\_\_ \$40 for (one) Engraved Medallion/Ribbon denoting honors (if eligible/applicable)

\_\_\_\_\_ \$80 for (TWO) Engraved Medallions/Ribbons denoting honors (if eligible/applicable)

\_\_\_\_\_ Frame **with** school seal and medallion slot

email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) for current price.

Underline Desired Mat Color: Red Black Blue

If interested in purchasing a frame email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) and that department will send you an invoice.

\_\_\_\_\_ Frame with school seal **without** medallion slot

Email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) for current price.

Underline Desired Mat Color: Red Black Blue

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## ONSITE GRADUATION INFORMATION

Cap and gown and honor cords can be purchased by emailing Brooks Davis at [advisor@andersonvilleseminary.com](mailto:advisor@andersonvilleseminary.com). He will email you an invoice or answer any questions you have about those items via email. Please send all initial questions by email.

If you are attending onsite (not required) – you may desire two medallions if you ordered a frame with slot (not required). One medallion will be placed inside your frame and the other medallion will be worn to onsite graduation. If you are coming to onsite and graduating with honors, you may desire to purchase a medallion AND honor cord.

**RETURN THIS FORM TO** [grades@andersonvilleseminary.com](mailto:grades@andersonvilleseminary.com)

Honor cords are ordered separately from Mr. Brooks Davis by emailing him at [advisor@andersonvilleseminary.com](mailto:advisor@andersonvilleseminary.com).

Invitations may be ordered at any time by emailing Mr. Paul Brown at [shipping@AndersonvilleSeminary.com](mailto:shipping@AndersonvilleSeminary.com) if you have any questions and to find out current prices of invitations.

## Degree Frame Information

Official ATS Frames are NOT required. Frames **cannot** be mailed to P.O. Boxes or out of the U.S.A. If interested in purchasing a frame email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) and that department will send you an invoice.

\_\_\_\_\_ Frame **with** school seal and medallion slot

Email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) for current price

Underline Desired Mat Color: Red Black Blue

\_\_\_\_\_ Frame with school seal **without** medallion slot

**Email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) for current price**

Underline Desired Mat Color: Red Black Blue

## Invitation Information

Invitations are not required. They may be purchased at any time throughout the year by emailing [shipping@andersonvilleseminary.com](mailto:shipping@andersonvilleseminary.com) for information.

Please complete the FINAL ORDER FORM on the following page and submit it to the ATS to **Julie Brown via email at [grades@andersonvilleseminary.com](mailto:grades@andersonvilleseminary.com)**.

We cannot place your order until the DEGREE ORDER FORM and the FINAL ORDER FORM are both on file with the Seminary.

**Call 1-800-525-1611** if you have any questions.

**Email form back to [grades@andersonvilleseminary.com](mailto:grades@andersonvilleseminary.com)**

Do NOT send form back to multiple email addresses!!

# FINAL ORDER FORM

Item	Per Unit Cost	Number Ordered	Subtotal
<b>Grad &amp; Admin Fee</b> (this is to have the actual degree ordered) Degrees are ordered on the last Friday of every month – once ordered it takes <b>8 weeks</b> before you receive it by regular United States Postal Service Mail	\$200.00 cost for actual degree to be ordered/does NOT include a frame/does NOT include onsite attendance fee/Does NOT include cap and gown etc.  <b>Next onsite graduation is June 20, 2025</b>		
<b>Additional Degree(s)</b>	\$100.00 this is for a 2 <sup>nd</sup> copy of your degree – Must pay \$200 for first copy of each degree then \$100 for each additional copy of the SAME degree		
<b>Honors Medallion</b>	<b>\$40.00</b>		
<b>Official Degree Frame with Medallion Slot</b> email finance for current price	Email <a href="mailto:finance@andersonvilleseminary.com">finance@andersonvilleseminary.com</a> And they will send an invoice link for you to pay for the frame Once you order a frame it takes <b>8 weeks</b> before you receive it from Fed Ex	Mat colors: Red Black and Royal Blue	
<b>Official Degree Frame WITHOUT Medallion Slot</b> Email finance for current price	Email <a href="mailto:finance@andersonvilleseminary.com">finance@andersonvilleseminary.com</a> And they will send an invoice link for you to pay for the frame Once you order a frame it takes <b>8 weeks</b> before you receive it from Fed Ex	Mat colors: Red Black and Royal Blue	
<b>Cap and gown</b>	Email <a href="mailto:advisor@andersonvilleseminary.com">advisor@andersonvilleseminary.com</a> for an invoice. <b>No phone calls</b> about caps and gowns. Please email your questions only to Brooks Davis at <a href="mailto:advisor@andersonvilleseminary.com">advisor@andersonvilleseminary.com</a>		
<b>Invitations</b> price depends on how many you order – email for details	Email <a href="mailto:shipping@andersonvilleseminary.com">shipping@andersonvilleseminary.com</a> And they will send an invoice link for you to pay for the invitations		
<b>Onsite/Attendance Fee for Graduation</b> (fee to attend onsite graduation – does <b>NOT</b> include cap and gown – cap and gown is additional)	<b>\$350.00</b> Does NOT include cap and gown <b>Next onsite Graduation is June 20, 2025</b>  You are <b>NOT</b> required to attend onsite graduation/It is optional		
<b>GRAND TOTAL</b>			

Please fill out your credit/debit card information below and email it **back directly to** [grades@AndersonvilleSeminary.com](mailto:grades@AndersonvilleSeminary.com). Do NOT send to multiple email addresses.

**Student Name:** \_\_\_\_\_

**Name on Card** (if different): \_\_\_\_\_

**Total Payment:** \$\_\_\_\_\_ (From GRAND TOTAL above)

**Phone Number:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date**\_\_\_\_\_ **Security Code:** \_\_\_\_\_

To view frames, go to <https://andersonvilleseminary.com/about/apparel-memorabilia/>

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Medallions for **ALL Biblical Exposition Programs** and all Associate and Bachelor Programs:

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