

EXCEL BIBLE INSTITUTE

1421 W. Pembroke Ave - Hampton, VA 23661 Tel. 800.81.5618 - Email: <u>info@excelbi.org</u>

COURSE TRACKING & INTENT TO GRADUATE FORM

IMPORTANT: This form is required of all students intending to graduate in a given school year. Enclosed with this form is the Course Tracking Sheet, which should be completed and signed by the Administrator and reviewed by the student for accuracy and signature. Copies are to be given to the student, kept at the teaching site, and the original is to be forwarded to the EBI records office. Accurate height and weight must be included for proper gown size. Please keep a photocopy for your records. All information enclosed on this sheet is confidential.

Graduation fee: \$175.00 THIS FEE IS DUE WITH THIS FORM

PERSONAL INFORMATION Date:					
Your School Name:					
Last Name:	Fi	rst Name:			Middle Initial:
Address:	City:		State:		Zip Code:
Date of Birth: Plac	e of Birth:			Social Securi	ity # (last 4 digits only)
Home Phone #:	Work Phone #:	E-Mail Ad	dress:		
High School/GED	City:		State:		Zip Code:
Your Height (ft/in)	Weight (lbs)	Degree (As	ssociate, Bachelor, Mas	ster, Doctorate)	
Print your name exactly	as you wish it to be on the	e Document (NO	FITLES)		
		SIGNAT	TURES		
Student Signature:			dministrator Signature	»:	
I certify that the informat	ion above is correct		I certify that the inform	mation above is corr	rect. Date

BE SURE TO COMPLETE PAGE 2 OF THIS FORM. ADMINISTRATORS MUST INITIAL & SIGN FOR VALIDATION.

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(USE MULTIPLE SHEETS AS NEEDED)

All information must be completed for a student to receive credit.

Course #	Course Name	Date	Grade	Credits	Administrator Verification		
Administrator	is to post % grade for Program Completion & make comment	on student	essays, as	to quality	and content, below.		
	Dragram Completion Descends & Study						
Program Completion Research & Study Has the Student been evaluated by the Home Office? (check one) Yes No Has the Student taken Percentile Testing? (check one) Yes No							
Has the Student taken Percentile Testing? (check one) Ves No Ves							
Has the Student taken Program Completion (check one) Yes No							
1. Th	1. The Intent to Graduate Form must be initialed and signed by the Administrator.						
2. Th	2. The Intent to Graduate Form must be signed by the Graduating Student.						

- 3. If any courses or studies have come from another source other than this school, they must be verified by a transcript.

Graduation Fees: \$175.00

SIGNATURES				
Student Signature:	Administrator Signature:			
I certify that the information above is correct Date	I certify the course work as complete, Program Completion Datedone, and has no outstanding bill due.			