



### **Request for Student Information (Student File Records)**

To request all or part of your student file, please complete this form and email [info@urbanbarbercollege.com](mailto:info@urbanbarbercollege.com) and allow up to 10 business days for processing. To expedite processing please indicate what type of records you're requesting ( eg: SAP report(s), payment ledger, enrollment agreement) and what campus you attend. Please note transcripts will not be released unless all tuition and any other charges are current.

#### **Specific records requested:**

#### **Campus I attend (Check one ):**

**Branch Campus:**

311 N. Capitol Ave. Unit i N.  
San Jose, CA 95133

**Additional Location:**

1809 Willow Pass Rd.  
Concord, CA 94520

**Student Name:**

**Student Signature:**

**Date:**

**Parent of guardian or minor, only if applicable:**