



## Student Financial Clearance Form

This form is used for financial clearance and progression. You will need this form to request a *Program Letter of Completion* to a Board of Nursing. This form will be in your student file should you need an Official Transcript (order on Parchment) as well.

1. Complete the form then take it to the Financial Office in the 5237 Renwyck Building.. The Finance Office will determine your financial status and will only sign this form if you are financially cleared.
2. Once the Finance Office has signed off, the completed form needs to be taken to the Registrar's Office in the Administration Building.
3. The RMA policy for submitting Program Letters of Completion to a Board of Nursing is outlined in your *RMA Student Handbook*. Once all of your paperwork is appropriately submitted, Graduate Letters of Completion and final transcripts (ordered on Parchment) will be sent to the designated Board of Nursing within 7-10 days following a student's successful completion of the Richard Medical Academy Graduation Policy.

Please print clearly

Name	
Phone	Email
State Board ____Ohio ____Michigan _____Other	APP #
Address	

\_\_\_\_\_  
Student Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Financial Office Signature:

\_\_\_\_\_  
Date: