## School's policy which a transcript or diploma may be withheld

If a transcript is withheld by the school, a student may request and obtain a transcript or diploma if the transcript is required for the job which they are applying for requires a copy for employment.

The student may request the transcript by emailing the school at <a href="mailto:eliteestheticsschool@gmail.com">eliteestheticsschool@gmail.com</a>, with a copy of the request from the employer who is requiring the transcript.