

Houston Campus Unreturned Badge Form

UTHealth HOOP Policy No. 148

Houston campus School of Public Health graduation candidates who do not have a UTHealth Houston badge must send the completed form to sphgraduation@uth.tmc.edu AND

-Entry spring 2020 and prior or fall 2022 or after: Pay the \$35.00 non-refundable unreturned badge fee. See instructions below.

-Entry summer 2020-summer 2022 or fully online MPH programs: If you received a badge, you must pay the \$35.00 non-refundable unreturned badge fee. See instructions below.

Student ID

Graduation Semester and Year

Last Name

First Name

Home/Personal Email Address

Primary Phone Number

I cannot return my badge for the following reason:

Lost or stolen - not reported, did not obtain new badge

Lost or stolen - *reported, did not obtain new badge

**Department where reported*

I never obtained a UTHealth Houston badge

- Fee required if started spring 2020 or prior or fall 2022 or after

Email the form to sphgraduation@uth.tmc.edu.

Check or money order only. No cash.

Make out to "UTHealth Houston" and ensure your name, address, signature, and purpose (Unreturned badge fee) are included.

Submit in person to RAS E-201 in sealed envelope with your name and "SPH Graduation" on the front.

OR

Send using a service with delivery confirmation and requiring a signature to:

UTHealth Houston SPH Graduation
1200 Pressler St RAS E-201
Houston, TX 77030

Email the tracking number to sphgraduation@uth.tmc.edu.

By signing below, I affirm the following: the information I provided above is true; if applicable, I will pay the \$35.00 non-refundable fee or a hold will be placed on my account; the badge is the property of UTHealth Houston, and if recovered, I will immediately return it to the School of Public Health and will not use it for any purpose or permit use by any other parties.

Student Signature

Date

Office of Academic Affairs and Student Services Staff Only

Form and payment received

Form received and fee waived

Date