

FINE Mortuary College, LLC:A Private Two Year College

150 Kerry Place

Norwood, MA 02062

Phone: 781-762-1211 Fax: 781- 762-7177

email: fine@fine-ne.com

www.fine-ne.com

Official Transcript Request Form

Transcripts will not be released if you have outstanding financial and/or other obligations to the College.

PLEASE PRINT LEGIBLY

_____ Name (Last, Middle, First)	_____ Signature	_____ Date
_____ Former Name (if applicable)	_____ Social Security Number	
_____ Address	_____ Date of Birth	_____ Phone
_____ City, State, ZIP	_____ Dates Attended	_____ Diploma or Degree

TRANSCRIPT DELIVERY TYPE: [*refer to attached fee schedule]

- Regular/Standard Processing (processed within 6 – 10 business days)
- Rush Processing (processed with 3 – 5 business days)
- Official Transcripts: Number to be sent: _____

Mail Transcripts to the following address(es)—**be very exact:**

First address:(# of Transcripts) _____	Second address.(# of Transcripts) _____
_____	_____
_____	_____

_____ Initial here if you will pick up. # _____ I will pick up.

Total number of transcripts ordered: _____ **Total payment:** _____

For Office Use Only: Date sent: _____ Number Sent: Official _____ Unofficial _____

Transcript Request Form

Instructions Page

FEE SCHEDULE

REGULAR / STANDARD PROCESSING

- Transcript Request Fee is \$15 per copy.
- Requests for official transcripts are normally processed within six (6) to ten (10) business days.
- Payment is required prior to the transcript being released.

RUSH PROCESSING

- There is a \$25 charge for rush processing for up to 3 transcripts and \$20 for each thereafter.

Example: For one request of five (5) transcripts the fee would be \$65 e.g.,

The first three (3) copies:	\$25
Two (2) additional copies @\$20/ea	\$40
Total	\$65

- Rush processing may be available for requests that need to be processed within 3 - 5 business days of receipt.
- Payment is required prior to the transcript being released.

GENERAL

- Official transcripts mailed to you or picked up by you will be issued in a signed and sealed envelope.
- When picking up a transcript, you must show a photo ID (no third-party pickups are allowed).
- Transcripts not picked up within 30 days will be destroyed.
- Email, fax or phone requests will not be honored.
- Check or money order (made payable to "FINE") should be enclosed or brought to FINE with this request.
- All requests should be delivered in person or submitted by mail to:

FINE Mortuary College, LLC: A Private Two Year College
150 Kerry Place, Norwood, MA 02062

- Transcripts **will not be released** if you have outstanding financial and other obligations to FINE Mortuary College, LLC. All financial and other obligations to the College must be met before transcript requests will be released for processing. Please note that official transcripts cannot be provided "on the spot".

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Transcript Release Policy

FINE's goal is to provide prompt and efficient release of transcripts. They are processed, printed and sent, via first class US mail or via Fed-Ex, within five teaching days from the receipt of the student's/graduate's request.

Release: In compliance with the Family Educational Rights and Privacy Act (FERPA), FINE will release an official copy of a student's/graduate's transcript upon written request (signed) of the student/graduate. FINE will mail the transcript to an address designated by the student. The college will provide the transcript to the student/graduate in person following five teaching days of processing time (after receipt of the request) and upon presentation of identification including a photo ID by and of the student/graduate.

Important Information:

- Requests must be made in writing, dated, and signed by the student/graduate.
- Requests by phone, fax or email will not be honored.
- A transcript will not be released until all obligations, including financial, are resolved.
- Standard Requests require six to ten business days for processing upon receipt of request.
- Rush Requests require three to five business days for processing upon receipt of request.

Data Needed by FINE for Processing Requests:

Students/graduates may use the transcript request form on the college's website or can provide the following information in writing:

1. Student's/graduate's printed full name.
2. Student's/graduate's current mailing address.
3. Student's/graduate's former name, if applicable.
4. Student's/graduate's social security number or FINE student id number.
5. Dates of attendance at FINE by the requesting student/graduate.
6. Degree or diploma conferred upon the requesting student.
7. The exact mailing address where the transcript should be mailed, if applicable.
8. The numbers of copies to be mailed or picked up.
9. The requesting student's/graduate's signature and date.