

FINE Mortuary College, LLC: A Private Two Year College

Transcript Request Form

Instruction Page

FEE SCHEDULE

REGULAR / STANDARD PROCESSING

- Transcript Request Fee is \$15 per copy.
- Requests for official transcripts are processed within five (5) business days.
- Payment is required prior to the transcript being released. Payment can be made by cash, check, money order, or PayPal.

1 copy = \$15; 2 copies = \$30, etc.

RUSH PROCESSING

- If you request rush processing, there is an additional \$25 fee for a total of \$40 per address. This fee covers the express mail cost.

GENERAL INSTRUCTIONS

- Official transcripts mailed to you or picked up by you will be issued in a sealed envelope.
- Transcripts not picked up within 30 days will be destroyed, and you must do a new request.
- 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 will not be provided "on the spot".