

# Official Transcript Request Form

**FINE Mortuary College, LLC**  
A Private Two Year College  
150 Kerry Place  
Norwood, MA 02062  
Phone: 781-762-1211 Fax: 781- 762-7177  
email: [info@fmc.edu](mailto:info@fmc.edu); [www.fmc.edu](http://www.fmc.edu)

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

PLEASE PRINT LEGIBLY

Name (First, MI, Last) _____	Former Name (if applicable) _____
Address _____	Dates Attended _____
City, State, ZIP _____	Signature _____
Phone Number _____	Date _____

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

- Regular/Standard Processing (processed within 3 – 5 business days)
- Rush Processing (processed within 1 – 3 business days) – \$25 Rush Processing Fee  
**(No P O Box please)**

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.

# 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".