

**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

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

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: \_\_\_\_\_ (**\$6.00/transcript**)

- 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.
- All financial obligations to FINE must be officially met in writing before transcripts are released. Email, fax or phone requests will not be honored.
- Mail requests to the Kerry Place address (above) or deliver this form in person.
- Allow five to seven business days after receipt of request for processing.

Transcripts are six dollars (\$6.00) each; check or money order (made payable to "FINE") should be enclosed or brought to FINE with this request.

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**Unofficial Transcripts:**

Unofficial transcripts are issued to students for their personal use. The same information as above is required for the issuance of an unofficial transcript. The cost of an unofficial transcript is six dollars (\$6.00).

Students should submit their request to:

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

***For Office Use Only:*** *Date sent:* \_\_\_\_\_  
*Number Official sent:* \_\_\_\_\_  
*Number of Un-official sent:* \_\_\_\_\_

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## **FINE Mortuary College, LLC: A Private Two Year College 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.
- Requests require 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.