



FINE Mortuary College, LLC  
150 Kerry Place  
Norwood, MA 02062  
Phone: (781) 762-1211 ~ Fax: (781) 762-7177

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# FINE Mortuary College

## Application Packet

Dear Potential FINE Student:

Thank you for considering FINE for your funeral service education. Important advantages of a FINE education include:

- Classes meet once per week, Monday through Thursday. Many Students arrange their course schedules so they are at FINE only one day per week. All classes are offered each term.
- Textbooks and course materials are included in tuition. There are no hidden fees for parking, lab, courses, library etc.
- Many Funeral Directors/Embalmers serve on the FINE faculty and staff. In addition, many students are already working in the funeral service industry. You will have many opportunities to network.
- Our Clinical Cooperative Program provides excellent hands-on experience in Funeral Homes
- For many years, FINE has had the highest National Board Exam (NBE) pass rate among schools in New England. (See [www.abfse.org](http://www.abfse.org) for college pass rates.)

We look forward to meeting you and helping you achieve your goal to become a funeral service professional. Apply now to help insure a seat in the next entering class.

Sincerely,

Sherry Jones,  
President & CEO



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Please complete and sign all forms, then submit by surface mail, not fax or email. Original documents are required. Thank you.

All pages must be completed and signed by applicant and/or requested parties.

Read directions carefully and fill in all that apply REV.26Mar14



**Application For Admission (Part I)**

**APPLICATION FOR ADMISSION TO EARN AN ASSOCIATE DEGREE IN FUNERAL SERVICE**

Please complete, print and send to FINE.

In order to enroll at FINE Mortuary College, LLC, A Private Two Year College, students must:

- Submit with this application: \$75 application fee
- At orientation/course registration, present a \$500 non-refundable enrollment fee.

**QUARTER TO ENROLL (check one):**  Fall  Winter  Spring  Summer **YEAR:**

<b>NAME:</b>	Last:	First:	Middle:
	Male <input type="checkbox"/> Female <input type="checkbox"/>		
<b>ADDRESS:</b>	Street /RFD Number or Post Office Box:		
	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>PHONE:</b>	<b>Home:</b> (    )	<b>Work:</b> (    )	
	<b>Fax:</b> (    )	<b>Cell:</b> (    )	<b>Email:</b>
<b>DATE OF BIRTH:</b>	/ /	<b>Marital Status:</b>	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>
<b>Social Security #:</b>	/ /		
<b>Ethnic Group (Optional):</b>	Hispanic <input type="checkbox"/>	African American <input type="checkbox"/>	Asian <input type="checkbox"/>
	Other <input type="checkbox"/>	Native American <input type="checkbox"/>	Caucasian <input type="checkbox"/>
<b>Veteran Status (Optional):</b>	Veteran <input type="checkbox"/>	Non-Veteran <input type="checkbox"/>	Rehabilitation <input type="checkbox"/>
<b>EMERGENCY CONTACT:</b>			
<b>Name:</b>			
<b>Phone:</b>	<b>Relationship to You:</b>		
Planning to apply for Financial Aid? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Number of Courses You Expect To Take (check one): 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>			
<b>High School Education:</b>	<b>School Name:</b>		
	Street /RFD Number or Post Office Box:		
	<b>City:</b>	<b>State:</b>	
	<b>Dates:</b>	<b>Diploma Earned:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no high school diploma, then a passing score on the GED is necessary.			
<b>Place Taken:</b>	<b>Date:</b> / /		
<b>Post-Secondary Schools (Mortuary School, College or University):</b>			
<b>School Name:</b>			
Street /RFD Number or Post Office Box:		<b>City:</b>	<b>State:</b>
<b>Dates:</b>		<b>Degrees:</b>	
<b>School Name:</b>			
Street /RFD Number or Post Office Box:		<b>City:</b>	<b>State:</b>
<b>Dates:</b>		<b>Degrees:</b>	

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**Employment (last 6 years maximum):**

**Present Employer(s):**

**Name:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

**Former Employer(s):**

**Name:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

**Former Employer(s):**

**Name:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

**Previous Experience in Funeral Service?**

Yes:  No:

If yes, Where?

**Name:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

**Is any member of your family involved in funeral service?**

Yes:  No:

**If yes, Name:**

**Relationship:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

**State in which you plan to become licensed:**

<b>How did you learn about FINE? (please check one):</b>					
<input type="checkbox"/> Web	<input type="checkbox"/> Someone in Funeral Service	<input type="checkbox"/> Student/Graduate	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> News Releases	



FINE Mortuary College, LLC

150 Kerry Place  
Norwood, MA 02062

Phone: (781) 762-1211 ~ Fax: (781) 762-7177

**FINE Mortuary College Admission Packet**

If I accept enrollment at FINE Mortuary College, A Private Two Year College, I agree to comply with the rules and regulations of the College and agree to hold the College and their agents harmless for enforcing the College rules, regulations and policies.

The undersigned applicant does release, and by these presents does release, acquit, discharge and forever hold harmless the FINE Mortuary College, A Private Two Year College, its agents, employees, representatives, insurers, officers, attorneys, and all other persons, firms, corporations, and entities from any injury (including exposure to infectious disease), liability, responsibility, claims, causes, or right of action, of whatsoever kind, nature, or character, in contract or in tort, which have or may accrue to them or their heirs, successors, representatives, or assigns, on account of, arising out of or by reason of the undersigned applicant participating in the course of study by, through, or under the FINE Mortuary College, A Private Two Year College. In executing this release, the undersigned applicant is relying solely and completely upon his/her own judgment, he/she does so of his/her own free will and accord, without threat, duress, or compulsions being directed against him/her.

The undersigned understands that this Release is a FULL, FINAL and COMPLETE RELEASE. The undersigned applicant warrants that he/she has read this Release and fully understands it to be a release of all claims, known or unknown, present or future, that he or she may have against the FINE, its agents, employees, representatives, insurers, officers, attorneys, and all other persons, firms, corporations, entities, or other parties in interest released hereto arising out of the matter described herein.

The undersigned applicant hereby represents that he/she is over the age of eighteen (18) years, of sound mind, literate in the English language, and otherwise fully competent to execute this Release in all respects.

I certify that all information contained in this application is true, complete and correct.

**SIGNATURE OF APPLICANT:**

**DATE:**

/ /

For all courses taken at FINE Mortuary College, LLC. A Private Two Year College, I understand that these are applied to my earning an Associate in Applied Science in Funeral Service. I further understand that credits earned at FINE Mortuary College, A Private Two Year College, are transferable only at the discretion of the receiving school.

**SIGNATURE OF APPLICANT:**

**DATE:**

/ /

*Please complete, print and mail to:*

FINE Mortuary College  
150 Kerry Place  
Norwood, MA 02062

FINE Mortuary College, LLC provides equal educational opportunities for all without regard to religion, race, sex, creed, age, handicap, color, size or national ethnic origin.

Please complete and sign all forms, then submit by surface mail, not fax or email. Original documents are required. Thank you.

All pages must be completed and signed by applicant and/or requested parties.

Read directions carefully and fill in all that apply REV.26Mar14



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150 Kerry Place

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**FINE Mortuary College Admission Packet**

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**Application For Admission (Part II)**

*Please type in requested information, then print.*

Please compose and type a 200-word essay describing why you want to be a Funeral Director and your future expectations in the funeral profession. Submit your essay along with your application forms.

Please complete and sign all forms, then submit by surface mail, not fax or email. Original documents are required. Thank you.

All pages must be completed and signed by applicant and/or requested parties.

Read directions carefully and fill in all that apply REV.26Mar14



**Financial Aid Status Form (To be completed by all applicants)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

FINE Mortuary College, LLC: A Private Two Year College begins and teaches classes during four terms every year. This makes it more convenient for the student who wishes to finish his/her courses quickly since he/she needs one year for every two at many other colleges. This is because most colleges only hold classes two semesters per year. *In essence, a student can complete in one year at FINE the equivalent of two years at other colleges.*

To begin classes four times per year, FINE needs to have your cooperation, especially for those of you who intend to apply for any type of financial assistance. Please complete this form so that FINE will know which of you are in need of any financial assistance forms and what advice you may need to be awarded any financial support in a timely fashion.

**Check all that apply:**

I  will need  will **not** need - financial assistance to complete my FINE education. If you answer that you will not need financial assistance, you need not fill out any more of this form.

*Please note that if you answer that you will not need financial assistance you will be responsible for paying for your classes during the first week of the term. If you answer that you will not need financial assistance then decide that you do, you may still be required to pay for your classes during the first week of the term yourself if there is not sufficient time for a FAFSA to be processed for you. Please think this over carefully and initial that you understand your financial responsibility.* \_\_\_\_\_

**If you need/want financial aid: You must fill out the FAFSA Form to qualify for all loans and grants.**

I  will need  will **not** need - some loans to complete my FINE education. (Remember, all loans need to be paid back to the lender.)

Grants or scholarships are the ONLY type of financial support I will accept. (Grants and scholarships do NOT need to be repaid to the lender.) You will still need to fill out the FAFSA form to qualify for grants given outright by the college or for Federal grants overseen by the college. Yes:  No:

**SIGN YOUR NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COMPLETE THE ABOVE FORM AND RETURN IT WITH YOUR APPLICATION.**

To apply for financial aid at FINE, please complete the Free Application for Federal Student Assistance (FAFSA) and insert the federal school code: 033164 for FINE

Please complete and sign all forms, then submit by surface mail, not fax or email. Original documents are required. Thank you.

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**FINE Medical Information Form**

Part A. *To be filled out by the student (please complete and then print.)*

Both Part A and Part B must be on file before beginning classes.

**Name: Last            First            Middle**

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Since you will work with funeral homes as part of your experience at the FINE, you will be exposed to many diseases and chemicals. Do you have any allergies or disabilities or any other medical problems that will bear on your ability to function as a funeral director or student of funeral directing? If yes:

Allergies: \_\_\_\_\_

Disabilities: \_\_\_\_\_

Do you have a major physical handicap? Yes:  No:   
If yes, describe \_\_\_\_\_

Do you have a known learning disability? Yes  No

If yes, please attach official verification of your learning disability, including, but not limited to, the nature of the disability and any required accommodations, and a full description of the IEP, if any, contained within the evaluation or processed elsewhere. This evaluation must have been completed within the last three years in the form stated in the FINE Disability Policy. The policy will be sent to you upon request.

Students needing special services or accommodations must provide official written documentation describing functional information and limitations and provide a written list of specific accommodations being requested. (See FINE Disability Policy.)

Once the paperwork has been received, please set up an appointment to review the request.

Students are responsible for requesting accommodations in a timely manner (i.e., before classes begin) so staff may plan for the accommodations.

If a student wishes to change their current accommodations, they must contact FINE. If new accommodations are not specifically outlined in the student's documentation, additional documentation will be necessary.



**Applicant's Signature** *(In Ink)*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date:**





**FINE Mortuary College Admission Packet**

**FINE Medical Information Form**

Part B. *To be filled out by the physician*

Return original to: Office of Admissions, 150 Kerry Place, Norwood, MA 02062

For any questions, please call: (781) 762-1211 ~ Fax: (781) 762-7177 or Email: FINE@fine-ne.com

Both Part A and Part B must be on file before beginning classes.

**Student Name (type):** \_\_\_\_\_

**MEDICAL HISTORY:**

Please check "yes" if the applicant has a history or exposure to the following or check "no" if the applicant has no history or exposure to the following diseases:

	YES	NO		YES	NO
Aids (HIV+)	<input type="checkbox"/>	<input type="checkbox"/>	Hemophilia/Other Bleeding Disorders	<input type="checkbox"/>	<input type="checkbox"/>
Alcoholism	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>
Cancer/Leukemia	<input type="checkbox"/>	<input type="checkbox"/>	Histoplasmosis	<input type="checkbox"/>	<input type="checkbox"/>
Color Blindness	<input type="checkbox"/>	<input type="checkbox"/>	Lupus	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	<input type="checkbox"/>	<input type="checkbox"/>
Dizziness/Fainting Spells	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>			

If you checked "Yes" for any of the above, please explain:

**Immunizations:**

	Month / Day / Year		Month / Day / Year
Mumps	/ /	Tetanus Immunization	/ /
Measles	/ /	TB Test &/or chest x-ray (should be within 6 mo. of entry to FINE)	
Rubella	/ /	Hepatitis B Series (Date of first shot)	/ /

**For Physician Use Only:**

I certify that the above is true and accurate to the best of my knowledge.

**Physician' Signature:**

**Date Signed:** / /

**Print Physician's Name:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

If other than a physician signing, please print name and title:

**Signature** (other than physician)

Please complete and sign all forms, then submit by surface mail, not fax or email. Original documents are required. Thank you.

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**FINE Mortuary College Admission Packet**

**FINE Recommendation Form**

**Return original to:** OFFICE of ADMISSIONS, 150 Kerry Place, Norwood, MA 02062

*To the Student: You need to have one recommendation form completed to attend FINE. When you have filled in section A. Present this form to the person (not family) who will complete sections B and C on your behalf. This form should be sent promptly to FINE by the person who filled in sections B and C.*

**SECTION A --TO BE COMPLETED BY THE APPLICANT**

**Name of Applicant:**

Street /RFD Number or Post Office Box:

**City:**

**State:**

**Zip Code:**

**Social Security #:**

**Home Phone #:**

- I waive the opportunity to review the information contained on this form.
- I retain my right to review the information on this form.

**Date:**     /     /



**Applicant's Signature** (in ink)

**SECTION B --STATEMENT TO BE WRITTEN BY REFERENCE PROVIDER**

*The person listed in Section A above is applying to FINE. Please provide the college with your assessment of the candidate in a statement, which includes following: 1. Ability to succeed academically and socially in this challenging curriculum and career. 2. Any exceptionally redeeming features and/or accomplishments. 3. Any other specific information about the candidate that FINE should be aware of. (Type your statement and send it to FINE along with a completed and signed copy of Section C below.)*

**Print Applicant's Name:**

**SECTION C --TO BE COMPLETED BY THE REFERENCE PROVIDER**

**How would you rate the applicant compared to other students/employees (check one for each trait):**

	Exceptional	Above Average	Average	Below Average	Cannot Say
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I recommend this applicant on the basis of his/her promise:**

	Enthusiastically	Strongly	Fairly Strongly	With Reservation	Not At All
Academically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character & Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Date:**     /     /

**Reference Provider's Signature**

**Nature of Relationship with Applicant:**

**Print Your Name:**

**Phone:**



### **Public Disclosures (sign and return)**

In accordance with the 940 Code of Massachusetts Regulations, FINE Mortuary College, LLC, A Two-Year College, adopts as its regulations the following:

Massachusetts Attorney General's Office contained at 940 Code of Massachusetts Regulations (CMR) 31.0 (the "Regulations"). The Regulations, which went into effect on June 20, 2014, broadly regulate the manner in which covered schools may interact with prospective students in the state.

#### Requirements Imposed by the Regulations.

Section 31.05 of the Regulations requires Schools to disclose the information listed below to prospective students. Failure to make any of these disclosures is an unfair and deceptive practice under the Regulations. The Regulations require these disclosures to be made "clearly and conspicuously," The definition of "clearly and conspicuously" in the Regulation specifies that the disclosures listed above must be "provided to and signed and dated by the consumer or prospective student." The signed disclosure documents must be kept on file by the School and the School must provide a copy to the applicant.

General Disclosure Requirement. A School must not conceal or fail to disclose any fact relating to the School or program, the disclosure of which is likely to influence the prospective student not to enter into the transaction with the School.

Cost, Graduation Rate and Time. At least 72 hours prior to entering into an enrollment agreement with a student, the School must clearly and conspicuously disclose the program cost: The total cost of the program is \$[program cost]; the graduation rate: [Graduation rate] of students graduated from the program during the last two calendar years for which data is available is [graduation rate]; and the median completion time: The average student graduates in [median completion time]. Commentary: The wording of each of these disclosures is specifically included in the Regulations, signifying that this wording should be used in making the required disclosures.

Loans. If loans are provided (either Title IV or an institutional loan), the School must clearly and conspicuously disclose the following to the consumer at least 72 hours prior to entering into an enrollment agreement with the consumer: "You must repay money that you borrow as student loans to pay for this program, including interest. You must repay any portion of the money you borrow to pay for this program, even if you fail to complete the program or drop out of the program. Failure to repay student loans is likely to have a serious negative effect on your credit, future earnings, and your ability to obtain future student loans." "Ten percent of FINE Mortuary School students defaulted on, or failed to repay, their loans during the period from October 1, 2010, to September 30, 2011. (Note: Cohort default rate is defined as the percentage of a school's student borrowers entering repayment on Federal Family Education Loan Program (FFELP) or Federal Direct Loan Program during a specific fiscal year, who default on those loans during the same or following fiscal year.)

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Occupational Program Placement Disclosures. Any occupational program that (a) accepts state or federal financing of student enrollment, either directly or indirectly, in the form of student loans, grants, or funding, and is required to maintain employment statistics as a condition of receiving or continuing to receive said state or federal financing; or (b) refers in advertising, recruiting, or promotional materials or statements to employment prospects or job placement, must disclose the following to consumers and prospective students, clearly and conspicuously, at least 72 hours prior to entering into an enrollment agreement with the consumer: Placement Rates: [Graduate placement rate] of graduates during [latest two calendar years] obtained full-time, non-temporary jobs in their field of study. [Total placement rate] of students that enrolled in the program during [latest two calendar years] obtained full-time, non-temporary jobs in their field of study. Employment Statistics: Employment statistics substantiating these placement rates are available for inspection on request. Commentary: This wording is specifically included in the Regulations, signifying that this wording should be used in making the required disclosures.

Lead Generator Disclosures. Lead generators and/or website operators must clearly and conspicuously disclose to consumers that their personal information will be provided to schools, if the School obtains personal consumer information, including names, home or electronic addresses, telephone numbers, or other contact information through them. Commentary: If ESM is involved in marketing or obtaining leads for the School, it should take measures to ensure that its vendors comply with this requirement.

Disclosure. If a School offers or requires students to take an examination, certification examination, or similar test of the students' competence to enter, continue with, or graduate from a program, or to be certified in a particular occupational field, and this examination or test is available directly from an outside vendor, the actual cost of such examination or test must be disclosed prior to the time of enrollment.

Transferability. Any School that represents to a student or prospective student, or to anybody else, that its credits are, or may be, transferable to another educational institution may only do so by identifying the school(s) with which it has written agreements or other documentation verifying that credits can be transferred to said school(s); and indicating it is aware of no other schools that accept the transfer of its credits.

#### Prohibited Practices

Anonymous Advertising. No School may use anonymous advertisements, including advertisements that conceal or fail to disclose the name of the school, to solicit prospective students, or to use "help wanted" or other employment columns in a newspaper, or Internet job boards or employment websites, or other publications, whether printed or electronic, that would mislead or deceive consumers, prospective students, or any other person or to cause such a person to believe that a job is offered.

Failing to Offer Appropriate Internships. No School may promise an internship or externship (collectively "internship"), or include an internship as a requirement of a program, unless the School ensures that all such internships offer training in the field of study, and offers school-based personnel to assist in locating and arranging student internships.



Enrolling Unqualified Students. No School may enroll or induce retention of a student in any program when the School knows, or should know, that due to the student's educational level, training, experience, physical condition, lack of language proficiency, or other material disqualification, the student will not or is unlikely to (a) graduate from the program; or (b) meet the requirements for employment in the occupation to which the program is represented to lead. If a student has a disability, the determination shall be made based on the student's ability to graduate from the program or meet the requirements for employment with the provision of a reasonable accommodation for that disability.

Enrolling Ineligible Students. No School may enroll a student in a program for a licensed occupation, when the School knows, or by exercising reasonable diligence should know, that the student would be ineligible to obtain licensure in the state of Massachusetts in the occupation for which the student is being trained, due to a prior criminal record or any other disqualifying reason.

Section 31.04 of the Regulations prohibits Schools from making false or misleading statements or representations with regard to the following topics.



I have read and understand these Public Disclosures - 940 Code:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Campus Security Annual Report**

Arrests - On-Campus	2010	2011	2012
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses - On-Campus	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0



I have read and understand this Campus Security Annual Report Disclosure:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Drug and Alcohol Abuse Prevention Information**

It is the goal of Fine Mortuary College (FMC) to provide a drug-free environment for all college students and employees. Under the Drug-free Workplace Act and the Drug-Free Communities Act, FMC must maintain a drug-free campus and workplace or risk the loss of financial aid under the federal Title IV programs. The Drug-free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling services that may be available.

All faculty and staff are expected and required to report to work on time and in an appropriate physical and mental condition for work. FMC is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession, and/or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on FMC's premises including parking lots, cafeterias, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for: speech, walking, standing, physical dexterity, agility, coordination, actions, movement; as well as an employee's demeanor, appearance, clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

Employees who use over-the-counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in Fine Mortuary College events, or present on FMC premises (including parking lots, and other non-work areas), unless pre-authorized by administration.

Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five calendar days of the conviction. FMC will take appropriate action within 30 days of notification. Failure to inform the college subjects the employee to disciplinary action, up to and including termination.

### **HEALTH RISKS**

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death.

The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol.

Please complete and sign all forms, then submit by surface mail, not fax or email. Original documents are required. Thank you.

All pages must be completed and signed by applicant and/or requested parties.

Read directions carefully and fill in all that apply REV.26Mar14



In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

### **DRUG & ALCOHOL COUNSELING**

More information about alcohol and drugs and the risks they pose to health is available in the FMC handbook. Outside counseling services and support groups are available. Services are available through FMC's benefits program to assist employees who are experiencing problems with chemical dependency. Individuals can speak with their own physician or contact the College's insurance carrier to access those resources. Other community resources may be found online at Community Information and Referral ([www.cir.org](http://www.cir.org)) or Alcoholics Anonymous ([www.aa.org](http://www.aa.org)).

### **DRUG & ALCOHOL TESTING**

The use, possession, sale, transfer, manufacture, distribution and dispensation of alcohol and illegal drugs, and in certain circumstances, even the use of legal drugs in the workplace can pose unacceptable risks to employees, facilities, and property, and is strictly prohibited. Employees will be subject to Reasonable Suspicion Drug Testing while on duty or on the property of FMC.

"Illegal Drugs" means any drug that:

1. is not legally obtainable; or
2. is legally obtainable, but is not legally obtained.

The term includes all controlled substances as defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C § 812 , and as further defined by regulation at 21C.F.R. §§ 1308.11 through 1308.15. It also includes prescription drugs that are not being used for prescribed purposes, or in prescribed amounts, or by the person to whom it is prescribed. While state law may allow the use of marijuana for medicinal purposes, marijuana use remains illegal under federal law and it's use resulting in impairment while on duty is prohibited by FMC's policy.

For the purposes of this policy, a non-exhaustive list of illegal drugs that are prohibited follows:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Opiates
- Phencyclidine (PCP)
- Propoxyphene

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“Legal Drugs” means prescribed or over-the-counter drugs that are legally obtained by the employee and being used for the purpose(s) for which the manufacturer intended them, in prescribed amounts. When an employee intends to use a legal drug while working whose instructions for use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner, the employee must first consult his or her health care provider, describe the duties of his or her job, and report to work only if the health care provider certifies that it is safe to do so while using the drug. If the health care provider indicates the legal drug use may adversely affect the employee’s ability to work safely, the employee must notify Human Resources before working while using the legal drug so that FMC may take appropriate action, which may include modified duty or a leave of absence. A legal drug is a “prohibited legal drug” when the instructions for its use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner and the employee has failed to take the steps described in this provision. A written certification from the health care provider may be required.

FMC may enforce Reasonable Suspicion Drug Testing as outlined in this policy in order to conduct FMC activities and to provide safe and effective service to our constituents. Therefore, the college may require that employees provide urine, blood, breath, saliva and/or other samples for drug and alcohol testing for reasonable suspicion testing. Any employee who violates this policy by refusing to be tested, falsifying or tampering with samples, or testing positive for drug or alcohol use, will be subject to disciplinary action, up to and including immediate termination.

The college may require any employee to undergo drug and alcohol testing if management has a reasonable suspicion that the employee:

- Has violated FMC’s policy prohibiting the use of alcohol, illegal drugs or prohibited legal drugs while on duty, while working, while on FMC property or while operating FMC equipment, or any type of machinery;
- Is under the influence of or impaired by alcohol and/or illegal drugs or prohibited legal drugs while on duty, while working, while on FMC’s property or while operating college equipment, machinery or vehicles;
- Has had or has contributed to an accident in the workplace or while on duty;
- May be affected by the use of alcohol and/or illegal drugs or prohibited legal drugs and the use may adversely affect job performance, safety, or the work environment.

Should a drug test be required for reasonable suspicion, such as following an accident or inappropriate conduct, the employee may be suspended until the results of a drug test are made available to FMC by the testing facility. This suspension may be with or without pay, at management’s discretion. An employee whose drug or alcohol test is reported positive may contact Human Resources and obtain the written test result.

All information regarding testing for alcohol or illegal drug use or controlled substances abuse and the results of such testing are to be held in strict confidence by all parties involved. Entering FMC property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy; he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, vehicles and equipment.

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FINE Mortuary College, LLC

150 Kerry Place

Norwood, MA 02062


Phone: (781) 762-1211 ~ Fax: (781) 762-7177

**FINE Mortuary College Admission Packet**

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**SANCTIONS**

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Additionally, sanctions will be imposed on students or employees who violate FMC's drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including immediate discharge.

 I have read and understand this Drug and Alcohol Abuse Prevention Disclosure:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Gainful Employment Rates

Funeral Service and Mortuary Science, General  
Program Level - Associate's degree  
Program Length - 3 years

### Cost

**Q. How much will this program cost me?\***

*A. Tuition and fees: \$48,090*

*Books and supplies: \$0*

*On-campus room & board: not offered*

**Q. What other costs are there for this program?**

*A. For further program cost information, visit [www.fine-ne.com](http://www.fine-ne.com).*

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Success

**Q. How long will it take me to complete this program?**

*A. The program is designed to take 3 years to complete. Of those that completed the program in 2012-2013, 100% finished in 3 years.*

**Q. What are my chances of getting a job when I graduate?**

*A. The job placement rate for students who completed this program is 96%. For further information about this job placement rate see "Occupational Program Placement Disclosures" below.*

### Financing

**Q. What financing options are available to help me pay for this program?**

*A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:*

*Federal loans: \$33,000*

*Private education loans: \$0*

*Institutional financing plan: \$0*

The school has elected to provide the following additional information: 63% of program graduates used loans to help finance their costs for this program.

For additional information related to this program and/or the information provided above, visit [www.fine-ne.com](http://www.fine-ne.com).



FINE Mortuary College, LLC

150 Kerry Place

Norwood, MA 02062

Phone: (781) 762-1211 ~ Fax: (781) 762-7177

**FINE Mortuary College Admission Packet**

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I have read and understand this Gainful Employment Rates Disclosure:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Graduation Rates**

In compliance with the Student Right to Know Act, found in Sec. 485 (a) of the Higher Education Act of 1965, 34 CFR 668.45 FINE Mortuary College, LLC is required to disclose graduation rates as described below:

**Graduation Rate Calculation**

The rates are calculated based on the Student-Right-to-Know (SRTK) Graduation Rate formula. It is based upon students who enter as full-time, first time freshmen and graduated within 150% of the length of their program.

**First-time Student**

A student who has no prior post secondary experience attending any institution for the first time at the undergraduate level.

Graduation Rate (150%) Full Time Graduates FINE did not have any full time graduates

2012			
Overall Rate	Cohort	Graduates/Completers	Rate
Overall	0	0	0
By Gender:	Cohort	Graduates/Completers	Rate
Female	0	0	0
Male	0	0	0
Race/Ethnicity	Cohort	Graduates/Completers	Rate
Asian	0	0	0
Black or African American	0	0	0
Hispanic	0	0	0
Race and Ethnicity Unknown	0	0	0
Two or more races	0	0	0
White	0	0	0

By Grants/ Loan Recipients	Cohort	Graduates/Completers	Rate
No Pell or Subsidized Stafford	0	0	0
Pell Recipients	0	0	0
Subsidized Stafford Recipients (no Pell)	0	0	0



**FINE Mortuary College Admission Packet**

\*Below are the graduation rates listed below are based upon a limited cohort of part-time first time students.

2012			
Overall Rate	Cohort	Graduates/Completers	Rate
Overall	16	16	100%
By Gender:			
	Cohort	Graduates/Completers	Rate
Female	6	6	100%
Male	10	10	100%
Race/Ethnicity			
	Cohort	Graduates/Completers	Rate
Asian	0	0	0
Black or African American	0	0	0
Hispanic	1	1	100%
Race and Ethnicity Unknown	0	0	0
Two or more races	0	0	0
White	15	15	100%

By Grants/ Loan Recipients	Cohort	Graduates/Completers	Rate
No Pell or Subsidized Stafford	16	3	18.75%
Pell Recipients	16	3	18.75%
Subsidized Stafford Recipients (no Pell)	16	10	62.50%

Graduation Rate (150%) Full Time Graduates FINE did not have any full time graduates

2013			
Overall Rate	Cohort	Graduates/Completers	Rate
Overall	0	0	0
By Gender:			
	Cohort	Graduates/Completers	Rate
Female	0	0	0
Male	0	0	0
Race/Ethnicity			
	Cohort	Graduates/Completers	Rate
Asian	0	0	0
Black or African American	0	0	0
Hispanic	0	0	0
Race and Ethnicity Unknown	0	0	0
Two or more races	0	0	0
White	0	0	0

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**FINE Mortuary College Admission Packet**

By Grants/ Loan Recipients	Cohort	Graduates/Completers	Rate
No Pell or Subsidized Stafford	0	0	0
Pell Recipients	0	0	0
Subsidized Stafford Recipients (no Pell)	0	0	0

\*Below are the graduation rates listed below are based upon a limited cohort of part-time first time students.

2013			
Overall Rate	Cohort	Graduates/Completers	Rate
Overall	11	11	91%
By Gender:			
	Cohort	Graduates/Completers	Rate
Female	4	4	100%
Male	7	7	100%
Race/Ethnicity			
	Cohort	Graduates/Completers	Rate
Asian	0	0	0
Black or African American	0	0	0
Hispanic	3	3	100%
Race and Ethnicity Unknown	0	0	0
Two or more races	0	0	0
White	8	8	100%

By Grants/ Loan Recipients	Cohort	Graduates/Completers	Rate
No Pell or Subsidized Stafford	11	5	45.45%
Pell Recipients	11	5	45.45%
Subsidized Stafford Recipients (no Pell)	11	1	9.09%

 I have read and understand this Graduation Rate Disclosure:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Occupational Program Placement Disclosures

Any **occupational program** that (a) accepts state or federal financing of student enrollment, either directly or indirectly, in the form of student loans, grants, or funding, and is required to maintain employment statistics as a conditions of receiving or continuing to receive said state or federal financing; or (b) refers in advertising, recruiting, or promotional materials or statements to employment prospects or **job placement**, must disclose the following to consumers and prospective students, **clearly and conspicuously**, at least 72 hours prior to entering into an **enrollment agreement** with the consumer: Placement Rates: (96.2% )of graduates during (2012-2013) obtained full-time, non-temporary jobs in their **field of study**. (53.16%) of students that enrolled in the **program** during the (2012-2013) obtained full-time, non-temporary jobs in their **field of study**. Employment Statistics: Employment statistics substantiating these **placement** rates available for inspection on request. **Commentary:** This wording is specifically included in the regulations, signifying that this wording should be used in making the required disclosures.

I have read and understand this Occupational Program Placement Disclosure:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**MA Code 940 Disclosure and Agreement**

In accordance with Massachusetts Attorney General’s Office contained at 940 Code of Massachusetts Regulations (CMR) 31.0 Placement Rates: 96.2% of graduates during 2012-2013 obtained full-time, non-temporary jobs in their field of study. 53.16% of students that enrolled in the program during 2012-2013 obtained full-time, non-temporary jobs in their field of study. Employment Statistics: Employment statistics substantiating these placement rates are available for inspection on request.

Cost, Graduation Rate and Time

The total cost of the program is \$48,090.00; the graduation rate: 96.2% of students graduated from the program during the last two calendar years for which data is available; and the median completion time: The average student graduates in 3 years.

If loans are provided (either Title IV or an institutional loan): “You must repay money that you borrow as student loans to pay for this program, including interest. You must repay any portion of the money you borrow to pay for this program, even if you fail to complete the program or drop out of the program. Failure to repay student loans is likely to have a serious negative effect on your credit, future earnings, and your ability to obtain future student loans.” 10% of FINE Mortuary College students defaulted on, or failed to repay, their loans during the period of October 1, 2010, to September 30, 2011. (Note: Cohort default rate is defined as the percentage of a school’s student borrowers entering repayment on Federal Family Education Loan Program (FFELP) or Federal Direct Loan Program during a specific fiscal year, who default on those loans during the same or following fiscal year.)

By signing below, I hereby acknowledge that I have received required disclosures as covered in the Massachusetts Attorney General’s Office 940 Code of Massachusetts Regulations (CMR)31.0 (the “Regulations”).

\_\_\_\_\_  
Please print name here

 \_\_\_\_\_  
Please sign name here

\_\_\_\_\_  
Date



**FINE Mortuary College Admission Packet**

**Retention Rate**

In compliance with the Student Right to Know Act, found in Sec. 485 (a) of the Higher Education Act of 1965, 34 CFR668.41(d)(4) FINE Mortuary College, LLC is required to disclose retention rates as reported to the Integrated Post secondary Education Data System (IPEDS). The retention rates listed below are based on first-time students who were enrolled in the college as full time or part time in the Fall of 2012 and Fall 2013 and were still enrolled or completed during the Fall of 2013 and Fall of 2014.

Full Time Retention		
2012 Cohort	Still Enrolled or Completed	Retention Rate
3	3	100%
2013 Cohort	Still Enrolled or Completed	Retention Rate
3	1	33%

Part Time Retention		
2012 Cohort	Still Enrolled or Completed	Retention Rate
37	21	56.75%
2013 Cohort	Still Enrolled or Completed	Retention Rate
36	26	72.20%

\*The information above states these rates represent the most up to date statistics.



I have read and understand this Retention Rate Disclosure:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date