

Funeral Service Education

Student Handbook

2019 -2020

Columbus Technical College - 928 Manchester Expressway - Columbus, Georgia 31904 Phone (706) 649-1800

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Funeral Service Education Associate of Applied Science (FS23)

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**COLLEGE AND PROGRAM INFORMATION**

**Preface**

The Funeral Service Education Student Handbook is designed to familiarize students with Columbus Technical College (CTC) standards of conduct, academic requirements, practices, policies, and procedures. Students are expected to follow the school and program standards set forth in this Handbook. If student’s failure to follow these standards they may result to disciplinary action up to dismissal. This Handbook became effective in February 2019 and may undergone annual revisions. The handbook does not constitute a contract agreement between CTC and the student, but rather, a guideline.

**Mission Statement of Columbus Technical College**

Columbus Technical College, a unit of the Technical College System of Georgia, is a two-year public college which offers programs and services that support student and community success. Students have the opportunity to attain associate degrees, diplomas, technical certificates of credit, customized industry training, continuing education, as well as adult education. Columbus Technical College provides traditional, distance learning, and training experiences for career development and transferable credit. The College supports the economic empowerment of its six county region by focusing on teaching, learning, and developing a globally competitive workforce. (TCSG SB 3-18)

Title IX Coordinator: Madelyn Brown, Human Resources, 928 Manchester Expressway, Columbus, GA. 31904

706-649-1883 mbrown@columbustech.edu

Section 504 Coordinator: Olive Vidal-Kendall, Student Services, 928 Manchester Expressway, Columbus, GA 31904

706-649- 1442 ovidal-kendall@columbustech.edu

 Reviewed and Revised 12/2018

**Non – Discrimination Policy**

Columbus Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). For nondiscrimination information, please contact Madelyn Brown, Title IX Coordinator at 706.649.1870 or mnbrown@columbustech.edu or Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904-6572.  For information on ADA/Section 504, please contact Olive Vidal-Kendall, ADA/Section 504 Coordinator at 706.649.1442, ovidal-kendall@columbustech.edu or Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904-6572.

Columbus Technical College (CTC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state laws, Technical College System of Georgia policy, and College policy, the College prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the CTC Community on campus, in connection with a College program or activity, or in a manner that creates a hostile environment for members of the CTC community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from CTC.

Every member of the CTC community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the College. Any student, faculty, staff, visitor and third party with a complaint or concern that is related to these standards should contact the Office of Disability and Special Services at 706-649-1442, located in the W.G. Hartline Building, room 161.

**Accreditation**

The academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

**Aims and Objectives**

The Funeral Service Education program at Columbus Technical College has as its central aim the recognition of funeral service personnel as members of a human services profession; members of the community in which they serve; participants in the relationship between bereaved families and those engaged in the funeral service profession; professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice, as well as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The Funeral Service Education program also has the following objectives.

* To enlarge the background and knowledge of students about the funeral service profession.
* To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession.
* To educate students concerning the responsibilities of the funeral service profession to the community at large.
* To emphasize high standards of ethical conduct.
* To provide a curriculum at the postsecondary level of instruction.
* To encourage student and faculty research in the field of funeral service.

**Funeral Service Education Purpose Statement:**

It is the mission of the Columbus Technical College Funeral Service Education program to provide high quality education consistent with the Technical College System of Georgia (TCSG) standards. The Funeral Service Education Program is designed to successfully prepare students for the educational, professional and the rigors of daily work within the funeral service industry in an ethical and dignified manner. The program provides students with the necessary and required material to successfully pass the National Board Examination and obtain the Associate of Applied Science degree.

**Funeral Service Program Leadership, Faculty & Staff**

Nicole Jackson, MsPSE, MsEd

Dean, Academic Affairs

Health Sciences Building, Room 3304

928 Manchester Expressway, Columbus, GA 31904

Email: Njackson@columbustech.edu

Tyice D. Mills, MsEd, LFD

Program Director, Funeral Service Education

Patrick Hall Building, Room P-156

928 Manchester Expressway,

Columbus, Georgia 31904

Phone: 706-641-5630

Email: tdmills@columbustech.edu

**ACADEMICS**

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**Description**

The Associate of Applied Science in Funeral Service Education is designed to prepare students for a career in funeral service. All aspects of funeral service will be taught within the scope of this program. Academic and technical skills will be taught in the areas of general business, industry regulations and laws, embalming and restorative art skills, funeral service applications, funeral home management, grief counseling, etc.

The goal is to prepare the student for successful completion of all necessary board examinations and to prepare the student for the rigors of daily work within the funeral service industry. The goals of the Funeral Service Education program are to promote and improve the standards of funeral service education and professionalism, to expose funeral service students to all aspects of the profession, and foster a desire to serve the public interest in an ethical, dignified manner.

**Admission Requirements**

Students must submit completed application and application fee. The Funeral Service Education program only admits students in the Fall semester.

• Be at least 18 years of age

• Submit official high school transcript or GED transcript

• Submit official college transcripts, if applicable

• Meet the following assessment requirements

**Additional Admission Requirements**

After completion of all learning support, general core classes, and fundamental occupational courses, students are eligible to take Funeral Service Program courses. These students who have met this eligibility requirement must take the entry level Funeral Service science courses:

* FSRV 2000 Anatomy for Funeral Service
* FSRV 2010 Pathology for Funeral Service
* FSRV 2020 Chemistry for Funeral Service
* FSRV 2080 Microbiology for Funeral Service

In order to gain further admission into the program, students must obtain a grade of "B" or better in each of the above entry level science courses. Students must also receive an "2" or higher work ethics grade in each course attempted.

**Additional Program Requirements**

Under the Funeral Service Education curriculum, students will be required to take part in a Funeral Directing simulation setting in an on-campus learning environment or an off-campus clinical site.  The hands-on learning experience will include, at the minimum, the task of completing the following forms:

* First calls sheets
* Arrangement worksheets
* FTC – compliant General Price List
* FTC – compliant Casket Price List
* FTC – compliant Outer Burial Container Price List
* Embalming Authorization Form
* Cremation Authorization Form

Students are also required to actively participate in an on-campus learning environment or an off-campus clinical site whereby students will receive a minimum of five first calls, assist with one transfer of remains, participate in five funeral related services whereby, three must be Liturgical, Non-Liturgical, Secular, Chapel service, Graveside, Military, Fraternal, Memorial Service or Direct Cremation and participate in six Arrangement conferences.

Students are required to prepare the following documents during the Arrangement Conference:

* Death Certificate
* Burial Transit permit
* Social Security form
* Death notice
* Obituary
* FTC compliant State of Funeral Goods and Services Selected
* Veterans flag application including burial benefits forms and headstone/maker forms

The above documents are reviewed and taught within the scope of the FSRV 1030 Funeral Service Management and Directing course.

**Licensure/Certification**

To become licensed in the State of Georgia, a student must successfully complete the course of study at an ABFSE accredited Funeral Service Education program, pass the National and State Examinations, and complete a required apprenticeship.

**National Board Examination**

Pass Rates on the National Board Examination (NBE): Accredited programs must report statistics for both the “Arts” and “Sciences” sections of the National Board Examination. Statistical results are provided annually by the International Conference of Funeral Service Examining Boards.

**Additional Program Cost**

Hepatitis B Series Fee    $60.00

Tuberculosis Test Fee   $19.00

Background Check and Drug Screening Fee: $74.50

Practice National Board Exam $60.00

National Board Exam $570.00

**Graduation**

Students and their family and friends are invited to the Columbus Technical College Graduation Ceremony at the beginning of Summer Semester for Spring Semester graduates. Graduates will receive accolades for accomplishing completion of the program during this time. Students can pick up their degrees in the Registrar’s Office at a time designed by that department or the degree will be mailed, if preferred. Graduation is a school activity and those students participating in the formal ceremony are required to follow all policies of the college and program prior to and during the activity to include the following:

* All students and graduates are required to adhere to the college dress code.
* Any student suspected of being under the influence of alcohol shall face possible exclusion from the ceremony and requested to leave the premises.

**Degree Requirements**

|  |  |
| --- | --- |
| Program Courses  | Credits  |

|  |  |  |
| --- | --- | --- |
|  | General Education Core (Minimum Requirements) | 15 |
| SEMN 1000 | First Semester Seminar | 0 |
| AREA I.  | Language Arts/Communication |  |
| ENGL 1101 | Composition and Rhetoric | 3 |
| AREA II.  | Social/Behavioral Sciences  |  |
| PSYC 1101 | Introductory Psychology | 3 |
| AREA III.  | Natural Sciences/Mathematics (select one of the following) |  |
| MATH 1111 | College Algebra | 3 |
|  | Or |  |
| MATH 1103 | Quantitative Skills and Reasoning | 3 |
| Area IV | Humanities/Fine Arts Elective  |  |
| XXXX XXXX | Select a Humanities/Fine Arts Elective | 3 |
|  | **Program Specific Requirements** |  |
| ENGL 1102 | Literature and Composition  | 3 |
|  | **Occupational Courses**  |  |
| FSRV 1010 | History of Funeral Service | 2 |
| FRSV 1020 | Funeral Service law and Ethics | 1 |
| FSRV 2000 | Anatomy of Funeral Service | 4 |
| FSRV 2010 | Pathology of Funeral Service | 3 |
| FSRV 1030 | Funeral Service Management and Directing | 6 |
| FSRV 2020 | Chemistry for Funeral Service | 3 |
| FSRV 2030 | Embalming Techniques | 6 |
| FSRV 2080 | Microbiology for Funeral Service | 3 |
| FSRV 1070 | Small Business Administration for Funeral Service | 4 |
| FSRV 2060 | Restorative Art | 4 |
| FSRV 2090 | Grief Counseling and Sociology for Funeral Service | 3 |
| FSRV 1050 | Funeral Service Practicum | 2 |
| FSRV 2100 | Funeral Service Seminar | 3 |
| COMP 1000 | Introduction to computer Literacy | 3 |
| SPCH 1101 | Public Speaking | 3 |
| ACCT 1100 | Financial Accounting I | 4 |
| MKTG 1130 | Business Reg. and Compliance | 3 |
|  | OR |  |
| ACCT. 2140 | Legal Environment of Business | 3 |

**Total Credits 72**

**Course Descriptions**

**FSRV 1020 Funeral Service Law and Ethics**

Introduces the student to the sources of law; the legal status of the dead human body; the duty of burial; right to control funeral arrangements and final disposition and liability for funeral expenses; torts involving the dead human body and the funeral director, wills, estates, probate and related matters; cemeteries, crematories and issues related thereto; state and federal laws and regulations pertaining to funeral service; and the legal aspects of being a licensed funeral director or embalmer. In addition to legality, this course will help the student of funeral service develop a strong set of ethics which will help the funeral service professional do what is proper and in the best interest of bereaved families.

Pre-Requisites: Program Admission

Co-Requisites: None

1 Credit Hour

**FSRV 1010 History of Funeral Service**

A survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as progression of Associations and Education within the funeral service industry.

Pre-Requisites: FSRV 1020 Funeral Service Law and Ethics

Co-Requisites: None

2 Credit Hours

**FSRV 1030 Funeral Service Management and Directing**

Recognizing the wide variations of funeral customs across the country, the curriculum guideline attempts to point out some general practices that contain minimal geographic and cultural differences. Topics include: FTC rules overview; notification of death; transfer of remains; conduct of the arrangement conference; prefunded or preplanned funerals; a cross-section of religious practices; fraternal and military funerals; shipment of remains; cremation; and aftercare as well as the basics of merchandising in the funeral profession considering both service and merchandise as the products provided by funeral service practitioners.

Pre-Requisites: Program Admission

Co-Requisites: None

6 Credit Hours

**FSRV 2000 Anatomy for Funeral Service**

The study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health and restorative arts.

Pre-Requisites: Program Admission

Co-Requisites: None

4 Credit Hours

**FSRV 2010 Pathology for Funeral Service**

The study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process.

Pre-Requisites: Program Admission

Co-Requisites: None

3 Credit Hours

**FSRV 2020 Chemistry for Funeral Service**

A survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice. The government regulation of chemicals used in funeral service is reviewed.

Pre-Requisites: FSRV 2000 Anatomy for Funeral Service

 FSRV 2010 Pathology for Funeral Service

Co-Requisites: None

3 Credit Hours

**FSRV 2030 Embalming Techniques**

A study of the process of chemically treating the dead human body to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of the phenomenon of death in the human body and government regulations applicable to the embalming process.

Pre-Requisites: FSRV 2000 Anatomy for Funeral Service

 FSRV 2010 Pathology for Funeral Service

Co-Requisites: None

6 Credit Hours

**FSRV 2080 Microbiology for Funeral Service**

A study of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation are discussed.

Pre-Requisites: FSRV 2000 Anatomy for Funeral Service

 FSRV 2010 Pathology for Funeral Service

Co-Requisites: None

3 Credit Hours

**FSRV 1050 Funeral Service Practicum**

 The practicum provides exposure to arranging and directing funerals and embalming and restoration of the deceased under the supervision of a licensed funeral director and licensed embalmer. Includes: filling out forms and permits, preservation, disinfection, and restoration of deceased human remains; preparation and planning for visitations; and general day-to-day funeral home operations.

Pre-Requisites: FSRV 1020 Funeral Service Law and Ethics

 FSRV 1030 Funeral Service Management and Directing

 FSRV 2030 Embalming Techniques

Co-Requisites: None

2 Credit Hours

**FSRV 1070 Small Business Administration for Funeral Service**

The curriculum guideline is designed to introduce the student to the basic principles of small business management and ownership with emphasis on specific areas of funeral service. Basic principles of management principles are also covered.

Pre-Requisites: FSRV 1020 Funeral Service Law and Ethics

 FSRV 1030 Funeral Service Management and Directing

Co-Requisites: None

4 Credit Hours

**FSRV 2060 Restorative Art**

A survey of the basic principles of Restorative Art as they relate to Funeral Service. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members.

Pre-Requisites: FSRV 2000 Anatomy for Funeral Service

 FSRV 2010 Pathology for Funeral Service

Co-Requisites: None

4 Credit Hours

**FSRV 2090 Grief Counseling and Sociology for Funeral Service**

This course is a survey of the basic principles of psychology, sociology and counseling as they relate to Funeral Service. Especially stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare and crisis intervention with particular emphasis on the roles of the funeral director.

Pre-Requisites: FSRV 1020 Funeral Service Law and Ethics

 FSRV 1030 Funeral Service Management and Directing

Co-Requisites: None

3 Credit Hours

**FSRV 2100 Funeral Service Seminar**

This course is designed to prepare Funeral Service students for the National Board Examination administered by the International Conference of Funeral Service Examining Boards. Organization and review of previous coursework, and any new information as may be indicated. Extensive sample testing will further prepare the student for required Board Examination.

Pre-Requisites: Program Instructor Approval

Co-Requisites: None

3 Credit Hours

**POLICIES & PROCEDURES**

**Attendance**

Students are expected to be punctual and attend all classes for which they are registered.  Students are preparing themselves for direct entry into the workforce and employers state that dependability and punctuality are the main qualities sought in potential employees.  Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class.  Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first seven calendar days of each semester. Course participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and maintaining contact with their instructor. Logging into the online class does not establish student enrollment and participation in the course.

#### **Withdrawal from Class**

Students are responsible for withdrawing themselves from any or all of their classes through Banner Web. Students who do not withdraw from classes will be assigned the grade(s) earned. Students desiring to withdraw from the only (or last) course for which they are registered are required to visit the Retention Specialist in the CARE Center for assistance. If a student withdraws from all classes during the semester, Federal regulations require that Columbus Technical College calculate the amount of “earned” and “unearned” Title IV financial aid for the semester. The amount of Title IV aid earned is first used to pay the tuition, fees, and The Campus Store charges deferred to the student aid account. If any funds remain after deducting 100 percent of tuition and fee charges, the student will receive the balance. If the amount of Title IV aid earned is not sufficient to cover the tuition, fee, and The Campus Store charges, the student will be responsible for paying the balance due. The “earned” percentage is determined by dividing the number of calendar days in the semester up through the date of withdrawal by the number of calendar days in the semester. If the student completes 60 percent or more of the semester, 100 percent of the financial aid for that period is earned. If the student withdraws before completing 60 percent, the amount of aid “unearned” is returned to the Department of Education. The student’s account will be placed on hold until the amount of “unearned” aid is paid to Columbus Technical College. Students are notified if they owe for a Return to Title IV calculation via CTC student e-mail.

## **Program Attendance Requirements**

## Students are expected to attend class on every scheduled date.  Courses consists of presentations, class assignments, quizzes and exams throughout the semester therefore, it is imperative that students are present, one time and prepared for class daily.

## **Academic Dishonesty**

**Columbus Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class. The third offense could result in suspension or expulsion from the College.**

## **Work Ethics**

The Technical College System of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, teamwork and respect.

All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3

 0 = Unacceptable

 1 = Needs Improvement

 2 = Meets Expectations

 3 = Exceeds Expectations

**CTC Professional Attire**

Columbus Technical College conducts educational programs to prepare students for employment. Therefore, all students are expected to dress appropriately according to the occupations for which they are being trained. Students who are deemed inappropriately dressed (who are dressed in a manner which could present a safety hazard or which might be offensive to others or cause disruption to the College) will not be allowed to attend class. Shirts, caps or any other article of clothing that implies obscenities, gang affiliation, or that can be construed as offensive or discriminatory are prohibited, as this could symbolize disruptive behavior. Students shall at all times observe rules governing personal hygiene and not wear short or tight skirts/shorts, swimsuits, tank tops, bare midriffs, exposed under garments or have bare feet.

**Funeral Service Education Dress Code**

All Funeral Service Education students are expected to following the Columbus Technical College Professional Dress Code. The Dress Code for Funeral Service requires funeral directors to dress appropriately and conservatively.

**Field Trips and Guest Speakers**

Students are expected to be present for all field trips and guest speakers, unless prior arrangements have been made. Professional dress must be worn for instructional sites; class trips or for guest lectures/presentations.

**Professional Dress Days -All clothing must be conservative**

* No hats
* No sandals
* No shorts
* No sweatpants
* Hair must be groomed, and any dye must be of a natural color
* No facial jewelry except earrings (no gauges)
* No visible tattoos or body piercings

**Additional Requirements for Professional Dress Days:**

* Matching business suit; black, navy, or gray
* Brown or black dress shoes
* Any accessories must be conservative and funeral service-appropriate

**Use of Cell Phones & Electronic Devices**

1. Cell phone use of any kind is prohibited in classrooms and labs during class periods (unless otherwise approved). Violation of this policy will result in removal from the class period, and the removal will be treated as an absence.

2. Laptop computers and tablets may be used in classrooms to take notes, or to view PowerPoint or other class-related materials at the approval of the instructor. Unauthorized or improper use of electronic devices during class periods will result in removal from the class period, and the removal will be treated as an absence.

3. Use of any electronic device, including but not limited to phones, cameras, recorders, and tablets are strictly prohibited from labs, instructional sites or any other area where human remains are present. Photographing or recording in any way a deceased or any part of a deceased is strictly prohibited. Violation of this rule will result in removal from the Program.

**Confidentiality**

Within the Funeral Service profession, the families we serve trust funeral directors and embalmers to keep information about the deceased and family confidential. However, if the funeral director or embalmer fails to do so it can result in civil and criminal liability. Students in the Funeral Service program are held to the same standard as licensees. Any information that is considered confidential regarding the deceased including, but not limited to, their identity, circumstances surrounding the death, physical conditions of the remains, and the family’s information, is strictly prohibited in any form. This does not apply to educational related discussions. However, it does apply to open discussions, social media, and/or any other form of communication with those outside of funeral service, and communications for purposes other than education or professional discussion. Placement of information related to a deceased on social media is strictly prohibited and will result in disciplinary action and can including removal from the Program.

**GENERAL INFORMATION**

**Academic Calendar**

The Columbus Technical College Academic Calendar is found online at <https://www.columbustech.edu/academics/calendar.cms> and contains important dates for registration, when classes start, drop/withdraw deadlines, final exams, and holiday closures.

**Financial Aid**

Students who wish to apply for Financial Aid assistance should review the Financial Aid Program’s available by visiting <http://www.columbustech.edu> and click on:

1. Financial Services
2. Financial Aid
3. Financial Aid Programs

Students are encourage to fill out a Free Application for Federal Student Aid (FAFSA) online and for all federal and state financial aid at [www.fafsa.gov](http://www.fafsa.gov).

For additional information please call the Financial Aid Office (706) 649-1859

**Tuition**

Tuition is due and payable prior to the beginning of classes each semester. These dates are listed in the college catalog on the college website, and can be obtained through the Admission Office/Business Office of Columbus Technical College.

**Student Resources**

Funeral Director Associations

* National Funeral Directors Association (NFDA) [www.nfda.org](http://www.nfda.org)
* International Cemetery, Cremation & Funeral Association (ICCFA) [www.iccfa.com](http://www.iccfa.com)
* International Conference of Funeral Service Examining Boards, Inc. (ICFSEB) https://the conferenceonline.org
* Cremation Association of North America (CANA) [www.cremationassociation.org](http://www.cremationassociation.org)
* National Funeral Directors & Morticians Associations (NFDMA) [www.nfdma.com](http://www.nfdma.com)
* American Board of Funeral Service Education (ABFSE) [www.absfe.org](http://www.absfe.org)
* The American Society of Embalmers (ASE) <http://amsocembalmers.org>
* National Foundation of Funeral Service [www.funerservicefoundation.org](http://www.funerservicefoundation.org)