National Board Examination (NBE) Reimbursement Policy

PIERCE COLLEGES OF FUNERAL SERVICE

Policy Statement

Pierce Mortuary Colleges, Inc. (PMC) provides partial reimbursement of National Board Examination (NBE) fees to eligible graduates who demonstrate successful completion of examination sections, in accordance with the criteria outlined in this policy. This is to be implemented for graduates starting Winter 2027.

Purpose

The purpose of this policy is to:

- Encourage timely completion of the National Board Examination
- Support graduate success and licensure readiness
- Establish clear, consistent criteria for reimbursement of examination fees

Scope

This policy applies to students enrolled in PMC funeral service education programs who are eligible for graduation and seek reimbursement for NBE expenses, where applicable.

Eligibility Requirements

To qualify for reimbursement, a student must:

- Successfully complete the academic program
- Meet all End of Program Requirements
- Fulfill all graduation requirements
- Have no outstanding financial balance with the College
- Schedule and complete the NBE within 35 days of the College's submission of graduation certification to The International Conference of Funeral Service Examining Boards

Reimbursement Structure

- Reimbursement is contingent upon successful completion (passing) of examination sections
- PMC will reimburse:
  - 50% of eligible NBE fees upon passing the Arts section
  - 50% of eligible NBE fees upon passing the Sciences section
- Reimbursement is issued only after official proof of passing is submitted and verified by the College
- Reimbursement applies only to eligible examination fees actually paid by the student

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Student Responsibilities

Students are responsible for:

- Paying all NBE-related fees upfront
- Scheduling and completing the examination within the required 35-day timeframe
- Reviewing The International Conference of Funeral Service Examining Boards Candidate Handbook
- Submitting official documentation from Pearson VUE showing examination results (pass/fail)
- Providing documentation of passing results and any required proof of payment to receive reimbursement

Limitations and Conditions

- Reimbursement is not provided for failed examination sections
- Examinations completed after the 35-day window are not eligible for reimbursement unless an exception is approved by the College
- Reimbursement applies only to initial examination attempt(s) unless otherwise approved by the College
- Reimbursement is limited to standard examination fees established by the examination provider; additional costs (including but not limited to retake fees, late fees, rescheduling fees, or travel expenses) are not eligible
- Students must remain in good financial standing with the College at the time reimbursement is issued
- PMC reserves the right to modify or discontinue this reimbursement policy at any time, provided such changes are applied prospectively

Documentation Requirements

To receive reimbursement, students must submit:

- Official score report from Pearson VUE indicating a passing result

All documentation must be submitted within a timeframe established by the College.

Exceptions

Exceptions to this policy may be granted at the discretion of the College administration in cases of documented extenuating circumstances.

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Administration and Review

This policy is administered by PMC academic and administrative leadership and is subject to periodic review and revision to ensure alignment with institutional practices and regulatory requirements.