

The course transfer fee is \$40.00. This form requires your signature. You may email with a digital signature, scan and email to [registrations@michener.ca](mailto:registrations@michener.ca), or print and fax to 416-596-3122.

STUDENT INFORMATION	
First Name: _____	Last Name: _____
Phone #: _____	Student # or DOB: _____
E-mail Address: _____	

TRANSFER FROM:	
Course Code: _____	Start Date: _____
Course Title: _____	
Registration Date: _____	Tuition Fee: _____

TRANSFER TO:	
Course Code: _____	Start Date: _____
Course Title: _____	
Today's Date: _____	Tuition Fee: _____

PAYMENT INFORMATION	
Please provide your payment information below or contact the Registrar's Office to make your (credit card) payment by phone at <b>416-596-3101 x 3000</b> . The \$40.00 course transfer fee is non-refundable.	
(Check One)	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX
Credit Card #: _____	Expiration Date: _____
Student Signature: _____	
We also accept <u>certified</u> cheques or money orders (payable to The Michener Institute). Cash or debit payments can be made in person at The Michener Institute.	
<b>You will be contacted via email within 3-5 business days on the status of your request.</b>	

OFFICE USE ONLY	
<b>STEP 1:</b> <input type="checkbox"/> Power Campus investigation completed & attached <b>Registrar Notes:</b>	<b>STEP 2 (if required):</b> <input type="checkbox"/> Transfer Approved <b>OR</b> <input type="checkbox"/> Tuition Credit <input type="checkbox"/> Not Applicable  CE Approval/date: _____
<b>STEP 3:</b> <input type="checkbox"/> Transfer fee received - \$40.00 <input type="checkbox"/> Transaction completed in Power Campus & noted <input type="checkbox"/> Student & CE notified  Completed by/date: _____ <input type="checkbox"/> Credit amount _____	