

Please ensure that you have read and understood the Transfer Policy on our website prior to submitting this form. The course transfer fee is \$75 OR \$15 for BLS courses. This form requires your signature. You may email with a digital signature, or scan and email to ce@michener.ca.

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 416-596-3101 x 3000 . The \$75 or \$15 course transfer fee is non-refundable.	
(Check One) VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/>	
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.	
You will be contacted via email within 1-2 weeks on the status of your request.	

OFFICE USE ONLY	
STEP 1: <input type="checkbox"/> Power Campus investigation completed & attached Registrar Notes:	STEP 2 (if required): <input type="checkbox"/> Transfer Approved OR <input type="checkbox"/> Tuition Credit <input type="checkbox"/> Not Applicable CE Approval/date: _____
STEP 3: Transfer fee received: <input type="checkbox"/> \$75 OR <input type="checkbox"/> \$15 <input type="checkbox"/> Transaction completed in Power Campus & noted <input type="checkbox"/> Student & CE notified Completed by/date: _____	<u>Calculation:</u> <input type="checkbox"/> Credit amount _____