

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. This form requires your signature. You may email with a digital signature, scan and email to regoffice@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 **416-596-3101 x 3000**. The \$75 course transfer fee is non-refundable.

(Check One) VISA MasterCard AMEX

Credit Card #: _____ Expiration Date: _____

Student Signature: _____

We also accept certified 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 3-5 business days on the status of your request.

OFFICE USE ONLY

STEP 1:

Power Campus investigation completed & attached

Registrar Notes:

STEP 2 (if required):

Transfer Approved **OR**
 Tuition Credit Not Applicable

CE Approval/date: _____

STEP 3:

Transfer fee received - \$75
 Transaction completed in Power Campus & noted
 Student & CE notified

Calculation:

Completed by/date: _____ Credit amount _____