



Program Transfer Student Request Form

Student Name:	Date:
Email:	Phone:
Program you are currently enrolled in:	
Program you wish to transfer to:	

IMPORTANT NOTE: There is a \$150.00 transfer processing fee due at the time of the request to change programs after enrollment has begun on the original program.

Please explain the circumstances around you wanting to transfer from your current program to a new program and why you will be more successful in the new program:

Disclaimers (*please initial*):

_____ I understand there is a \$150.00 transfer processing fee due at the time of my request.

_____ You may be required to meet with the Admissions office and the Financial Aid office to complete the enrollment process and potentially attend a new Orientation.

_____ You are conditionally accepted once the Campus/Education Director approves your request, you will be fully accepted upon completion of the enrollment and financial aid process.

_____ This request may take 15-30 days to fully process before you are able to transfer to the new program.

_____ I understand that this is a request and may be subject to approval or denial according to the standards of the school.

Please email this completed form to transfer-student-request@spatech.edu for review.