



PROGRAM TRANSFER REQUEST FORM

NAIT supports our students in all of their educational pursuits, including the opportunity for program transfer. A student may be granted transfer to another program after starting classes in the initial program they were accepted into, provided: the student meets the entrance requirements of the program into which the student wishes to transfer; a place is available in the receiving program; and the Program Leaders of both programs and the Registrar approve the transfer.

1. The program transfer request must be received within the following deadline: between the second day and the fourth week of the term.
2. The program transfer request must be for the current term.
3. The Office of the Registrar has the final decision on approving the program transfer request.
4. All internal transfer credit, advanced credit and PLAR attached to the current term will be un-posted by the Office of the Registrar. The program area is responsible for posting all applicable credit for the new program.
5. By signing this form, the student understands he/she is responsible for any change in tuition charges on their account.
6. An email will be sent by the Office of the Registrar to both program areas when the program transfer is complete.

Student Name: (Last, First)	Student Number:	Program:
Phone Number:	Email:	

Collection and Use of Personal Information: The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your Program Transfer Request. It will also be used to update your contact information for the Office of the Registrar's data base and the Alumni data base. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.

TERM: _____

PROGRAM TRANSFER FROM: _____
Program Name

Program Leader/Designate Name: _____

Program Leader/Designate Signature: _____ Date: _____

PROGRAM TRANSFER TO:

*Program Name * Program Plan Name *Program Sub-Plan

*Program Name, Plan Name, and Sub-Plan are mandatory fields; failure to complete will delay transfer process.

Program Leader/Designate Name: _____

Program Leader/Designate Signature: _____ Date: _____

Student's Signature: _____ Date: _____

PLEASE NOTE:

- **It is the role of the student to ensure they have dropped and re-enrolled into the appropriate courses.**
- **It is the program area's responsibility to post any transfer credit, advanced credit, and PLAR to the student's record.**
- **Program Area to submit form directly to the Office of the Registrar on the student's behalf.**
- **Prior Learning Assessment and Recognition (PLAR) credit is to be posted following the PLAR business process in order to have fees assessed to the student account.**