

COURSE TRANSFER FORM

To the administrators: This form must be completed for all transfers and changes.

To the parent/ payee: After students have enrolled in a specific class time they have the opportunity to change to a different class **ONCE ONLY**. If a student decides to transfer to a new class the second time, he/she will be charged a **\$25.00** transfer fee.

Name of Student: _____

FROM	TO
Location : _____	Location : _____
Course : _____	Course : _____
Teacher : _____	Teacher : _____
Day : _____	Day : _____
Time: _____	Time: _____

Date of last lesson before transfer: _____

Date of first lesson after transfer: _____

Date of last lesson after transfer: _____

Signature of Student or Parent/ Guardian: _____

Teacher informed: ☐ _____

Comments:

