

Program Transfer Policy and Procedure

(Goes back into effect for students going abroad summer 2022 or later)

Policy regarding program transfers:

The primary reason for allowing transfers is to protect a student financially. If students have paid at least the \$30 application fee, they are allowed to transfer an application *within* the same application cycle (i.e. within summer/fall/academic year or Winterim/spring/calendar year) OR to an upcoming *term* that is no more than two terms away (from the beginning of the term of the original application). So a:

- summer student can transfer to
 - fall/academic year
 - Winterim
- fall/academic year student can transfer to
 - the preceding summer (since it falls in the same application cycle)
 - Winterim
 - Spring
- Winterim student can transfer to
 - spring
 - summer
- spring/calendar year student can transfer to
 - the preceding Winterim (since it falls in the same application cycle)
 - summer
 - fall/academic year

*Once a student has been accepted to a program, only **one** transfer is allowed, except in extraordinary circumstances such as serious illness of the student or an immediate family member. If a student has been accepted, then transfers to a future term and fails to complete the application by the deadline, switching again to a new program with an extended deadline is not allowed.*

Financial policy regarding program transfers:

- *\$30 application fee*: transferred to new term, non-refundable
- *\$150 deposit*: transferred to new term, non-refundable