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