

### Transfer Form: Part-time Studies

You may transfer to another class, if space is available, by completing a transfer form in both the course from which you transfer and the course into which you are transferring. **A \$25.00 administrative fee is charged for a transfer.**

**NOTE: Fees CANNOT be transferred from one semester to another.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Year/Term \_\_\_\_\_

( ) \_\_\_\_\_  
Preferred Telephone Number Seneca Email Address Alternate Email Address

**Course Currently Registered In:**

Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_ Section \_\_\_\_\_ Total Fees: \_\_\_\_\_

Start Date: \_\_\_\_\_ Day(s)/Evening(s) per week:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

**Transfer To:**

Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_ Section \_\_\_\_\_ Total Fees: \_\_\_\_\_

Start Date: \_\_\_\_\_ Day(s)/Evening(s) per week:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

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I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Processed By \_\_\_\_\_ Date \_\_\_\_\_