Office of the Registrar
Telephone: 416.764.9900
Email: theservicehub@senecapolytechnic.ca
Important Academic Dates: senecapolytechnic.ca/registrar/dates

Seneca

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: | ____ | ____ | ____ | Total Fees: _____
                                                      Section

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

Transfer To:

Course Name: _____   Course Code: | ____ | ____ | ____ | Total Fees: _____
                                                      Section

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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416.764.0400 or email privacyoffice@senecapolytechnic.ca.

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