



PROGRAM TRANSFER REQUEST FORM

NAIT supports our students in all of their educational pursuits, including the opportunity for program transfer. A student may be granted transfer to another program after starting classes in their current program they were accepted into, provided: the student meets the entrance requirements of the program into which the student wishes to transfer; a seat is available in the receiving program; and the Program Leaders of both programs and the Office of the Registrar approve the transfer. The program transfer request must be received within the following deadline: between the second day and the fourth week of the term or the opt out deadline for NAITSA fees, whichever is earlier.

1. The program transfer request must be for the current term.
2. Students are responsible to speak to their current program and program of interest to ensure the transfer is possible.
3. Students are responsible obtaining the current program chair's signature and the program of interest chair's signature for the program transfer.
4. Students are responsible to ensure they meet entrance requirements for the program of interest.
5. Students are responsible for applying for transfer credit for the new program in accordance with the [Transfer and Credit Options](#). Any credit previously awarded, will remain on the student's official transcript.
6. The Office of the Registrar has the final decision on approving the program transfer request.
7. By signing this form, the student understands he/she is responsible for any change in tuition charges on their account.
8. An email will be sent by the Office of the Registrar to both program areas when the program transfer is complete.

Student Name: (Last, First)	Student Number:	Program:
Phone Number:	Email:	

Collection and Use of Personal Information: The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your Program Transfer Request. It will also be used to update your contact information for the Office of the Registrar's data base and the Alumni data base. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.

TERM: _____

PROGRAM TRANSFER FROM: _____

Program Name

Program Leader/Designate Name: _____

Program Leader/Designate Signature: _____ **Date:** _____

PROGRAM TRANSFER TO:

*Program Name, Plan Name and Sub-Plan are mandatory fields; failure to complete will delay transfer process.

Program Name _____

Program Plan Name _____

Program Sub-Plan _____

Program Leader/Designate Name: _____

Program Leader/Designate Signature: _____ Date: _____

Student's Signature: _____ Date: _____

HOW TO SUBMIT

Student: Submit completed form to your program of interest, Program Chair.

PLEASE NOTE:

1. It is the role of the student to ensure they have dropped and re-enrolled into the appropriate courses.
2. Students are responsible for applying for credit for the new program in accordance with the Transfer and Credit Options. Any credit previously awarded, will remain on the student's official transcript.

Program Area: submit form directly to the Office of the Registrar on the student's behalf.