

## **Adult Transfer Policy**

Tri-Community Adult Education (TCAE) welcomes transfer students from other institutions if space is available and admissions criteria are met. TCAE may grant course competency mastery when students present official transcripts from other institutions to verify that the same competencies have been completed. Student placement into the program will be the result of mutual planning on the part of the student, instructor and the administration.

For Court Reporting Students requesting to transfer from another school approved by the Court Reporters Board of California must meet the requirements for regular admission stats or provide acceptable evidence of having met equivalent requirements. Potential transfer students must obtain transcripts of all previous coursework completed and make an appointment to have the transcripts evaluated.

All transfer students must meet with the Financial Aid Counselor to discuss program fees, funding and payment requirements and opportunities. Fees paid at another institution will not transfer to TCAE.

The transfer procedures are as follows:

1. Complete a *Request to Transfer* form, attach official transcripts from all previous institutions and submit them to the Financial Aid counselor at TCAE. The Financial Aid counselor will review and contact the interested transfer student within 10 working days.
2. If interested in Title IV funding complete the FAFSA to identify funding availability as soon as possible.
3. If space is available in the program you are interested in, meet with the program coordinator to discuss your previous participation in an accredited program and assess skills and knowledge gained in the previous program.
4. Attend a new program orientation meeting with either the teacher or program coordinator.

5. Complete any paperwork or other specific procedures that are required to complete the transfer.

If accepted into the program, the student is responsible to complete the enrollment process with the Financial Aid counselor in a timely manner and meet all deadlines as scheduled.