

# Program Transfer Policy and Procedure

*(In effect for students going abroad summer 2022 or later)*

## Program Policy regarding Program Transfers

The primary reason for allowing transfers is to protect a student financially. If students have paid at least the 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).

Summer student can transfer to

- Fall/Academic Year
- Winterim

Fall/Academic Year student can transfer to

- the preceding Summer (since it is 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 is 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

- Application Fee can be transferred to new term, non-refundable
- Deposit can be transferred to new term, non-refundable