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