

# Undergraduate Transfer Request Form 2009–10

The transfer fee for undergraduate courses is \$35, plus \$10 for each assignment you've submitted. Fees cannot be transferred from one student to another and cannot be transferred to on-campus courses. The date you transfer into the new course will be your official registration date for the new course. **Courses can only be transferred once.**

To transfer from a course, complete both sides of this form and send it—along with your check or money order payable to Indiana University—to **Indiana University School of Continuing Studies, Owen Hall 001, 790 E. Kirkwood Ave., Bloomington, IN 47405, Attn: Transfers.**

**Important:** All borrowed materials must be returned, or you will forfeit your borrowed materials deposit. No refunds will be made after 60 days. Refunds take six to eight weeks to process.

For more information about transfers, see the student handbook.

## PLEASE PRINT

Student's Full **LEGAL** Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/ZIP/Country \_\_\_\_\_

Phone Number \_\_\_\_\_

UID Number \_\_\_\_\_

Email Address \_\_\_\_\_

Dropped Course Number and Name \_\_\_\_\_

Added Course Number and Name \_\_\_\_\_

I want to add the **correspondence** version of this course.

I want to add the **online** version of this course.

Signature/Date \_\_\_\_\_

If credit is to apply toward a college degree, a university dean must sign below. If credit is to apply toward a high school diploma, a high school principal or counselor must sign below. (If you are an Indiana University High School diploma student, your academic advisor should sign below.)

Approving Person's Signature \_\_\_\_\_

Title \_\_\_\_\_ Name of Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_

**continued on back**

Student's Full **LEGAL** Name \_\_\_\_\_

UID Number \_\_\_\_\_

If you need information about current or past fees to complete the information below, call 800.334.1011.

**DROPPED COURSE**

- |   |                   |
|---|-------------------|
| 1. Tuition for "dropped" course   | 1. _____          |
| 2. If you are returning borrowed materials with this request, enter deposit amount. | 2. _____          |
| 3. Service and technology fee   | 3. <u>\$65.00</u> |
| 4. Add lines 1, 2, and 3.   | 4. _____          |
| 5. Enter number of assignments you submitted.                                       | 5. _____          |
| 6. Enter \$10.  | 6. _____          |
| 7. Multiply line 5 by line 6.   | 7. _____          |
| 8. Subtract line 7 from line 4. This is the total credit for the "dropped" course.  | 8. _____          |

**ADDED COURSE**

- |  |                    |
|--|--------------------|
| 9. Tuition for "added" course  | 9. _____           |
| 10. Service and technology fee   | 10. <u>\$65.00</u> |
| 11. Borrowed materials deposit ( <i>if required</i> )  | 11. _____          |
| 12. Learning guide (printed or online) fee for new course  | 12. _____          |
| 13. Transfer fee   | 13. <u>\$35.00</u> |
| 14. Add lines 9–13. This is the total for your "added" course.   | 14. _____          |
| 15. Subtract line 8 from line 14. This is what you owe. If line 8 is larger than line 14, we will refund the difference. | 15. _____          |

If paying by credit card, you may mail, fax, or phone-in your payment. The fax is 812.855.8680; the phone is 800.334.1011. **NO CASH PAYMENTS ACCEPTED.**

Visa    Discover    MasterCard    American Express

\_\_\_\_\_  
Credit card number Exp. Date

\_\_\_\_\_  
Name on credit card (Please print.)

\_\_\_\_\_  
Cardholder's signature