



Course Transfer Request

*****No transfers after 10% date of either class*****

Name: _____ Telephone: _____ Colleague ID: _____

Mailing Address: _____

Transfer From: _____ Location: _____ Contract #: _____ Fees: _____
Class Title

Transfer To: _____ Location: _____ Contract #: _____ Fees: _____
Class Title

Amount Due From (to) Student: _____ Original Receipt #: _____ A/R Code: _____

_____ Was class canceled by College? ☐ Yes ☐ No Date: _____
Student Signature

Institutional Use Only

10% Date of Original Class: _____ 10% Date of New Class: _____
Processing Agent

Transfer Policy

Transfers to a different course in the same semester are allowed under the following conditions:

1. Neither course has surpassed the census point; and
2. The request does not cross semesters.

Transfer requests must be in writing to the Workforce Development Registrar's office at ceregistrar@waketech.edu. Requests received after the 10% deadline will not be considered, and a refund will not be processed.