



# Program Transfer

Policy Reference: [AC.1.1.1](#)

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 Calgary, AB T2M 0L4  
 Phone: 403.284.7248  
 Toll-free: 1.877.284.7248  
 Fax: 403.284.7112  
 Email: [records@sait.ca](mailto:records@sait.ca)

Please complete sections A to C.

## A) Personal Information

			Student ID Number	
Last Name		First Name		Middle Name
Address		City		Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business	Postal Code
Email Address		Student Signature		Date

## B) Current Program

Program	Academic Chair or Earned Revenue Coordinator Signature
Academic Chair or Earned Revenue Coordinator Name	Date

## C) Requested New Program

Term of transfer Fall (Sept - Dec)    Winter (Jan-Apr)    Spring (May-June)    Summer (July-Aug)	Program
Admission requirements confirmed Yes    Block registration - Block code: Subject registration - Separate Add/Drop form required for course(s) registrations Assign time ticket	Academic Chair or Earned Revenue Coordinator Signature
	Date

## D) Office of the Registrar Acknowledgement

Admission requirements for the new program have been met Yes
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**Program Transfer** - A student who wishes to transfer from one academic program to another (if space is available) must:

1. Have met the admission requirements for the new program,
2. Obtain the approval (signature) of both Academic Chairs/Coordinators involved in the transfer,
3. Submit the Program Transfer form to the Office of the Registrar only during the official add/drop period of the academic semester (with no break in attendance), and
4. Pay the transfer fee and any difference in tuition fees arising from the transfer.

## E) Payment Information

<b>Fee: \$125</b> It can take up to four business days to process requests, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled. Acceptable forms of payment are Pre-authorized debit, Credit card, PayMyTuition (for international students to pay in your home currency), CIBC International Student Pay. Do not include your credit card information in the email or fax. Beginning July 30, 2020 a 2.5% service fee will be charged on all credit card payments and a 1.5% service fee will be added to all Visa Debit and MasterCard Debit transactions. These service fees are non-refundable.
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## FOIP Notification

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process your program transfer request. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at [foip.coordinator@sait.ca](mailto:foip.coordinator@sait.ca).

Records updated by	Date
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