



IEA USE
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CLASS TRANSFERS / ALL TRANSFERS ARE TO BE IN WRITING / ONE TRANSFER PER CLASS

Name: _____

Home Address: _____

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Semester, Workshop, Online or Prelicensing you are currently registered in:

Course Code: _____ Date: _____ AND Mandatory Conf Call: _____
Online Courses Only

Fee Paid: _____ City: _____ Instructor: _____

REASON FOR TRANSFER

Request transfer to:

Course Code: _____ Date: _____ AND Mandatory Conf Call: _____
Online Courses Only

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IF STUDENT SUBSTITUTION PLEASE INCLUDE A COMPLETED REGISTRATION FORM

Transfer Fee: \$30.00 (non-refundable).

Enclosed check payable to IEA (please attach) OR Online credit card payment: American Express, Discover, Mastercard or Visa accepted.

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Please note that if there is a difference in the course fees, the difference must be included with the transfer fee when making payment. Transfer will be processed when payment is received.

Signature: X _____ Date: _____