
ABC Adult School

Transfer Policy

Revised May 2014



Transfer Policy

Transfer from class to class:

Students may transfer from one class to another if: there is room in the new class for another student, until the completion of the third week of the session, and after paying a \$5.00 transfer fee per class. The student must pay any difference of fee. If the new class fee is less, a refund will be made to the student according to the refund policy minus the \$5.00 processing fee.

Transfer between CTEC programs:

Students are allowed to transfer between CTEC programs. Students who would like to change their declaration must meet with the Lead Instructor who will map out an alternative plan. Any similar classes taken for the previous program will be applied to the new program at the discretion of the Lead Instructor or Administrator. Fees will be prorated appropriately.

Transfer from another institution:

ABC Adult School does not transfer "credits" from other educational institutions. Students who have taken classes similar to those listed for a Career Technical Diploma will be required to participate in a written or practical examination to demonstrate their skills level for the following prerequisite courses in the program: Computer Essentials A and B and Keyboarding. All other courses in the program must be taken at ABC Adult School to earn a Career Technical Diploma. Student placement into a program will be at the discretion of the lead instructor and administration based on the outcome of the above stated items. Fees will be appropriately prorated.