AA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112
Email: **records@sait.ca**

SAIT — Office of the Registrar

Program Transfer

Policy Reference: **AC.1.5.1**

Please complete sections A to C.

A) Personal Information

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

B) Current Program

Program	
Academic Chair or Earned Revenue Coordinator Name	Date

C) Requested New Program

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

D) Office of the Registrar Acknowledgement

Admission requirements for the new program have been met
Yes

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

Fee: $125

This fee will be added to your mySAIT.ca account after your request is processed. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca or one of our **approved online payment options**. Failure to pay will result in the request being cancelled. We are unable to accept payments in person, over the phone or by email. Review payment options (**https://www.sait.ca/tuition-and-financialaid/payment-options**) to find our acceptable online payment methods. Do not include your credit card information in the email you will send to the Office of the Registrar.

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 process your intent to return. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at Southern Alberta Institute of Technology at 1301 16 Avenue NW, Calgary, AB T2M 0L4 or by email at **foip. coordinator@sait.ca.**