



UCF TEST PREP COURSES

Smarter Test Prep.

Please Print Legibly

UCF-Test Prep Transfer Form

Mail, Fax, or Deliver form to:
 12565 Research Parkway; Suite 390
 Orlando, Florida 32826
 (407) 882-0260
 FAX TO: 407-882-0244

First Name	Middle Initial	Last Name
Home Address		City/ State/ Zip
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Work Phone	Home Phone	Email Address

Course Currently Registered For:				
Course Name	Start Date	Meeting Time	Day(s)	Location
Instructor Name	Fee Paid	INTERNAL USE: AW Code:		

Transfer Course:				
Course Name	Start Date	Meeting Time	Day(s)	Location
Instructor Name	Course Fee	INTERNAL USE: AW Code:		

By signing this form I, the student, agree to the terms of the UCF Test Prep transfer policy, and I understand that there will be a fee associated with transferring into another UCF Test Prep course. I agree to pay the total charges associated with transferring into another Test Prep course. I understand that UCF Test Prep will contact me about how much my fee for transferring will be, and to obtain payment information. I am also aware that UCF Test Prep will consider my transfer request active the day and time that they physically receive the signed form. Any transfer forms received outside of UCF Test Prep regular business hours of Monday thru Friday, 8:00 AM to 5:00 PM will be considered "received" on the next regular business day.

Before signing this form, read the UCF Test Prep transfer policy at www.testprep.ucf.edu and/or call 407.882.TEST (8378) for more information.

Signature is required

Print Name	Student Signature	Date
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For Office Use Only:	Approval (initials):
Date and time received: _____	
Date student contacted: _____	
Fee amount to be paid: _____	
Method of payment: Credit Card Cash Check	