



Please submit this form to transfer to a different class.

Transfers: Students may apply for one class transfer per semester. Transfer requests must be made in writing (form available on our website and in Student Services office). No transfers or refunds will be approved unless the following conditions are met:

- All requests must be received no later than three business days after the second class.
- Requests are subject to space availability and Program Coordinator approval.
- A processing fee of \$20 per class/camp/workshop is charged if a student requests a transfer.

Return the form to the Student Services Office (info@arts4all.org), who will notify you of the decision.

CONTACT INFORMATION

Student's Name

Date of Birth

Parent(s) / Guardian Name

Phone

Email

CLASS DETAILS

Today's date

Current semester

Current class – include course name and course number

Requested class – include course name and course number

ADDITIONAL PAYMENT (if required)

Additional cost: \$ _____

If the class you would like to transfer to costs less than your current class, the balance will be applied to your account as a CSMA credit.