

UCF Test Prep

Expert. Local. Affordable.

UCF-Test Prep Course Transfer Form

Mail, Fax, or Email form to:

12565 Research Parkway; Suite 390
 Orlando, Florida 32826
 (407) 882-TEST (8378)
 FAX TO: 407-882-0244
 EMAIL: testprep@ucf.edu

PLEASE PRINT LEGIBLY

First Name	Middle Initial	Last Name
Street Address		City/ State/ Zip
() -	() -	
Cell Phone	Home (Alt) 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 INFO:				
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/time that the office physically/electronically receives 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

Printed Name	Student Signature	Date
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For Office Use Only: Date and time received: _____ Date student contacted: _____ Fee amount to be paid: \$ _____ Method of payment: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash CC #: _____ Exp: _____ Name on card: _____	DCE Approval
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