



MANUAL OF POLICY

POLICY NUMBER: I-17

POLICY TITLE: Transfer Policy of R. A. Thomas Educational Center Policy Manual Approval

LEGAL AUTHORITY: Florida Statutes 475.001-475.5018

DATE OF LAST REVIEW: 3/28/2022

1. A student may not change schools, classes, or crams without the prior written authorization from the Director or Administrator. Instructors have no authority to approve of transfers. Seating priority is given to individuals who attended class at each site; students who transfer schools for crams, classes, or tests without prior written consent may find themselves removed from class.
2. Students who wish to transition from one program to another (such as online to class or English to Spanish) may be required to pay a transfer fee.

DocuSigned by:	
<i>Randen A. Thomas</i>	3/28/2022
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PRESIDENT	DATE