

ATI COLLEGE POLICY & PROCEDURE
TRANSFERRING PROGRAMS
(POSTED 03/31/2010)

POLICY

Sometimes after a student has enrolled in and began their program of study, they find after being in the program for a certain amount of time that the program they have chosen is not what they really want. Since ATI has more than one program of study available to students, in some cases it is possible for the student to transfer into another program that they may be interested in.

In cases where the two programs in question have some of the same academic curriculum and the student has taken and completed the portion of the programs that are the same, the student will have two choices:

1. Withdraw from the program they originally enrolled in and have an R2T4 calculation performed. This could theoretically save the student money, but in most cases it will probably cause them to have a receivable balance due the school since the R2T4 calculation calls for the returning of financial aid funds to the Federal government.
2. The student merely continues on in the new program with no changes except possibly in their financial aid packaging if the program they are transferring into is more expensive.

PROCEDURE

If the student chooses the first option, the following will occur:

1. The student will complete the transfer request form as well as formally withdraw from their current program of study in writing; all with the Student Services department
2. Student Services will then notify the Registrar/Finance department
3. The Registrar/Finance department will notify the Financial Aid department
4. The Financial Aid department will withdraw the student from their program of study and perform the R2T4 calculation and give this information back to the Registrar/Finance department
5. The Registrar/Finance department will contact the student to let them know if they have a balance due the school and make payment arrangements. **No student is allowed to continue with their new program of study until they have paid off their prior balance.**
6. If the student had no balance due the school or has paid it, the Registrar/Finance department will send the student to the Admissions department to have a new enrollment agreement completed
7. The Admissions department will complete a new enrollment agreement giving the student credit for the portion of the new program they have already completed as well as any books and supplies they may have received
8. Once the enrollment agreement is completed, the Admissions department will contact the Financial Aid department in order to facilitate the scheduling of an appointment for the student
9. When the student sees the Financial Aid department they will be packaged according to all current rules and regulations. In some cases there may be a shortage of aid available since the student is withdrawing and re-enrolling within the same academic year
10. Once the student is packaged they will be returned to the Admissions Department where, if they have a monthly payment they will enter into a payment agreement
11. The Admissions Department will then pass the information on to the Registrar/Finance department who will put the student in the RW system
12. The Admissions department will give the Financial Aid department the student enrollment package
13. The Financial Aid department will put the student in the RGM system

If the student chooses the second option, the following will occur:

1. The student will complete the transfer request form with the Student Services department
2. Student Services will then notify the Registrar/Finance department
3. The Registrar/Finance department will send the student to the Admissions department to have a new enrollment agreement completed
4. The Admissions department will complete a new enrollment agreement, back-dating the start date to the student's original start date, but for the new program the student is enrolling in
5. Once the enrollment agreement is completed, the Admissions department will contact the Financial Aid department in order to facilitate the scheduling of an appointment for the student
6. When the student sees the Financial Aid department they will be packaged according to all current rules and regulations. In some cases there may be a shortage of aid available because the student may be enrolling in a more expensive program
7. Once the student is packaged they will be returned to the Admissions Department where, if they have a monthly payment they will enter into a payment agreement
8. The Admissions Department will then pass the information on to the Registrar/Finance department who will change the student's program of study the student in the RW system
9. The Financial Aid department will change the student's program of study in the RGM system