



Transfer Policy

WECA Criteria for Transfer Approval: Please review the Transfer Policy Chart below. When requesting a class transfer please include required documentation and attach to the class transfer request form. Only requests meeting the criteria outlined in the chart below will be considered.

How to Request a Class Transfer: A student may transfer his/her class sign-up by using following procedure:

1. Review Transfer Policy Chart for qualifications.
2. Complete Class Transfer Request Form.
3. Submit form and required proof by mail, fax, or hand-delivery

Class Transfer Procedures:

1. The Effective Date of the Transfer request is the date the request is received by the WECA Sacramento Office. All transfers are processed and approved or denied, in writing, by WECA within 72 hours of receipt.
2. If the Class Transfer Request is approved, WECA will send the student a new class enrollment letter.
3. **Students may transfer only once (1) per paid class tuition.**

Transferring to a Class that has Higher or Lower Tuition: If the class tuition is more than the payment received for the original class sign up, payment for the additional amount is due immediately and is to be paid when submitting the Transfer Request form. If the class tuition is less than the original class sign up a refund will be issued for the difference minus the transfer fee if applicable.

Transfer Policy Chart

Reason for Request → Effective Date of Request ↓	Any Reason (Other than Illness or Injury, Relocation or Schedule Change)	Illness/ Injury*	Relocation or Work Schedule Change and Same Class is Available* (Same Session)	Work Schedule Change and Same Class is not Available* (Same Session)	On-Line/Home Study/NFPA/OSHA Class (Excludes Live Web Cast)
Greater than or Equal to 30 Days Prior to Class Start Date	Transfer Allowed**	Transfer Allowed**	Transfer Allowed**	Transfer Allowed**	None
29 thru 14 Days Prior to Class Start Date	Transfer Allowed**	Transfer Allowed**	Transfer Allowed**	Transfer Allowed**	None
13 thru 1 Day Prior to Class Start Date	No Transfer Allowed**	Transfer Allowed**	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	None
During the 1st Week of Class	No Transfer Allowed	No Transfer Allowed (See Refund Policy)	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	None
After the 1st Week of Class	No Transfer Allowed	No Transfer Allowed (See Refund Policy)	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	No Transfer Allowed (See Refund Policy)	None

* Proof Required

** Student is Responsible for Payment of any Difference in Class Tuition.

** **Exception**– If student requests a transfer **prior to or on** class start date for any General Test Preparation course (i.e. 2 Day Test prep or 14 Day Test Prep) provided by WECA for any reason, he/she shall receive a full transfer of tuition minus \$50 Fee.

