

Transfer Approval Form



COMMUNITY AND
TECHNICAL COLLEGE

A *Transfer Approval Form* allows a degree seeking student at BRCTC to take classes at another accredited institution and bring those classes back to BRCTC to apply the classes to their degree.

Students wanting to take classes elsewhere MUST:

- have an institutional GPA of above 2.0
- be in good academic standing at BRCTC
- not have attempted the course at BRCTC
- not be in the last semester, prior to graduation
- courses must be required for your major

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Section 1: Personal Information

First Name	<input type="text"/>
Student ID	<input type="text"/>
BRCTC Email	<input type="text"/>
Major	<input type="text"/>
Graduation Date	<input type="text"/>

Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Are you Receiving Veterans Benefits?	<input type="text"/>
Catalog Term	<input type="text"/>
Semester Taking Classes Elsewhere	<input type="text"/>

Section 2: Host (Visiting) School Information

Name of Institution	<input type="text"/>
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Start Date	<input type="text"/>	End Date	<input type="text"/>
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Course Subject & Number	Course Title	Credit Hours	Admin Use for BRCTC Equivalent

Total Number of Credits at Host Institution	<input type="text"/>
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Section 3: Home (BRCTC) Information

Credits at BRCTC during semester	<input type="text"/>
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** Information can be obtained from Academic Transcript on Bridge*

Institutional GPA	<input type="text"/>
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Cumulative GPA	<input type="text"/>
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Transfer Hours	<input type="text"/>
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Cumulative Earned Hours	<input type="text"/>
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Section 4: Financial Aid

Do you plan to use your Host credits to apply to your BRCTC Financial Aid?

- * BRCTC does not pay the host institution, it is the student's responsibility to register, pay, and provide documentation from the host institution to BRCTC.
- * Financial Aid will only apply if a student needs the additional hours to apply to their BRCTC Financial Aid.
- * Financial Aid will only disburse to the students BRCTC account once all documentation has been received. Students can only receive aid for the credits enrolled at BRCTC and those listed above.
- * Before aid can be disbursed at BRCTC a copy of your schedule and bill from the Host institution MUST be submitted to the Office of Financial Aid at BRCTC.
- * Upon completion of the course and OFFICIAL transcript from the Host institution MUST be sent to BRCTC within 15 days of the end of the semester to prevent aid being cancelled or other holds being place on the student account.

Section 5: Statements and Signatures

I understand the following statements by signing below:

- I am in good academic standing and have above a 2.0 Institutional GPA.
- I have not attempted this course at BRCTC.
- The institution listed above is an accredited institution with the Higher Learning Commission.
- I am not in my last semester, prior to graduation at BRCTC.
- I MUST send a final official transcript to BRCTC at the completion of the course(s) listed above.
- If using BRCTC financial aid, I MUST provide a copy of my schedule and a bill from the host institution prior to aid being disbursed.
- I understand this agreement is only for one semester and is the specific semester and classes listed above.
- I understand that I cannot receive financial aid at two institutions during the same semester.
- I am responsible to pay tuition and fees at the host institution, according to their payment policy.
- I am aware that I cannot change my enrollment at the host institution without notifying completing a new Approval Form.

Student Signature:	<input type="text"/>	Date:	<input type="text"/>
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I have met with the student and reviewed the items above with the student:

Advisor Signature:	<input type="text"/>	Date:	<input type="text"/>
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Advisor Name:	<input type="text"/>
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Financial Aid Signature:	<input type="text"/>	Date:	<input type="text"/>
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Financial Aid Name:	<input type="text"/>
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VP of Enrollment Signature:	<input type="text"/>	Date:	<input type="text"/>
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