

TRANSFER POLICY

Our school, operating in accordance with state regulations, will accept transfer students from another school. PJ's College does not, however, give credit for more than one half the total hours of instruction mandated by state law, unless an exception is warranted and approved by the Chief Executive Officer. PJ's College may refuse transfers if its admission requirements cannot be met, which includes tuition monies. All transferred hours, progress and grades will be posted on the student's progress report after transcripts have been received in the corporate office. Arrangements must be made with regard to tuition monies.

Students wishing to transfer from one program to another within the PJ's location must obtain permission from the Chief Executive Officer. All balances due from the prior course must be resolved prior to beginning a new program. Additional kit items may be required to be purchased upon discretion of the school.

Transcripts and transfer document requests should be made through the corporate office. A transcript charge of \$10.00 will be assessed to students transferring to another school prior to completion of training. No transcripts will be issued unless the balance on the student account is resolved. Accounts with balances will have the transcript fee posted against the outstanding balance.