



Program/Campus Transfer Policy

Effective Date: October 2, 2017

TRANSFER BETWEEN DORSEY CAMPUSES

Pending course availability, students may transfer within their enrolled program from one branch of Dorsey Schools to another, with full transfer of credits or hours. Transferring to another campus must be planned proactively and can only occur during the periods illustrated in the below table.

Program or Program Type	Allowable Transfer Point
All Credit Hour Programs	Between Academic Quarters (12 weeks)
Cosmetology Program	Between Academic Courses
Massage Therapy Program	Between Payment Periods (450 hours)

Currently enrolled Dorsey School of Beauty students may transfer between campuses with no assessment exam, and are subject to a \$15 State of Michigan Board of Cosmetology fee to transfer academic records.

TRANSFER OF PROGRAM

Pending course availability, students may transfer and enroll into a new program at any branch of Dorsey Schools at the start of any new quarter.

IMPORTANT POINTS TO REMEMBER WHEN TRANSFERRING CAMPUSES OR PROGRAMS

Any time a student changes campuses or programs, financial arrangements must be recalculated and funding availability may change. This includes Title IV financial aid, cash payments, scholarships, etc. Additionally, any change in enrollment can affect scheduling. A student who transfers campuses or programs may not be able to attend a full schedule of classes each term due to availability and pre-requisite requirements.

In the event of a campus or program change, all credits or hours attempted by a student that are required for the student's new program of study count toward the maximum number of allowable credits or hours and are included in the cumulative grade point average.