



AHIP Student Transfer Request Form

You may transfer your course to another semester at any time during your semester of enrollment, given that you have not accessed the final exam. If you have taken the exam already, you will not be eligible to transfer your course and will have to complete the exam in the current semester or purchase the course again for a different semester.

To transfer a course, fill out this form. The fee for transfers is \$25 per course and will be paid at re-registration. **The transfer request must be submitted before the end of the semester in which you are enrolled.** Once the transfer request is processed (please allow 2-3 days), you will be assigned a token number via email with instructions which you will need to use to re-register for the course. The token is NOT transferable or extendable and is only valid for the specific course and user requested. **The token must be used within 10 days from the last day of the semester of enrollment.** The token can be used to transfer a course to any subsequent semester.

For detailed instructions on how to complete the transfer process, please refer to the "Course transfer Instructions" document in the "Resources" section of the Center for Insurance Education and Professional Development's Web Page, <http://www.AHIPInsuranceEducation.org>.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

STUDENT'S NAME		USERNAME
DOB (mm/dd/yyyy)	E-MAIL	
COMPANY NAME		
COURSE YOU WISH TO TRANSFER		DATE

Please mail this form to: AHIP, Center for Insurance Education and Professional Development
601 Pennsylvania Ave., NW, South Building, Suite 500, Washington, DC 20004

OR

Fax form to: Administrator – Center for Insurance Education and Professional Development
(202) 861-6354

OR

Email to: support@AHIPInsuranceEducation.org