



AHIP Student Transfer Request Form

Students are required to fill out a Student Transfer Request Form. The fee for transfers is \$25 per course and will be paid at the time of registration. Students requesting to transfer must submit the request by the end of the semester for which he or she is enrolled. Requests received after the semester ends will **NOT** be accepted.

Once the transfer request is processed, students will be assigned a token number to use to re-register for the course. The token is NOT transferable. It is only valid for the specific course requested and for the user. The token will expire at the end of the semester for the current course enrollment. The fee for transfers is \$25 per course and will be paid at the time of registration.

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, 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	SEMESTER YOU WISH TO BE TRANSFERRED TO	
SIGNED		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