



## AHIP Student Transfer Request Form

You may transfer your course at any time during your enrollment period, as long as 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 enrollment period or purchase the course again for a new enrollment period.

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 your enrollment period to be valid.** 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 30 days from the date the token was issued.** The token can be used to transfer a course to a different enrollment period.

For detailed instructions on how to complete the transfer process, please refer to the “Course Transfer Instructions” document in the “Resources” section of AHIP’s website, [www.ahip.org/courses](http://www.ahip.org/courses).

### 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](mailto:support@AHIPInsuranceEducation.org)