

ACADEMY COLLEGE
ADMISSIONS WORKSHEET

An OFFICIAL TRANSCRIPT **must** be on file and evaluated by the Director of Education before credits will officially transfer in. **All credit transfer coursework must be received by the last day of the student's first quarter of school.**

I understand that it is my responsibility as a student of Academy College to:

- 1. Read and understand the credit transfer and test out policies and procedures as documented in the current Academy catalog.**

Please Note:

- *Maximum CT and Test Outs for BS and AAS programs is 75% of total program credits.
- *Maximum CT and Test Outs for Certificate programs is 75% of total program credits.

- 2. Request official transcript(s) from previous educational institution(s) for a credit transfer review.**
- 3. Contact my education consultant to verify receipt of my official transcript(s), and to confirm the accepted credit transfer of courses.**
- 4. Contact the Financial Aid/Business Office to determine the financial aid outcome based on the final review of the credit transfer of the course(s).**

Student Signature

Date

Student Name:	Program Name:	Credits	Catalog #
Number of transcripts requested _____. Institution(s): _____ _____ _____			
Rep:	Start Date:	Aviation Transcript <input type="checkbox"/> Yes <input type="checkbox"/> No	

IF CREDIT TRANSFER COMPLETE THE FOLLOWING:

List **estimated** courses and credits transferred:

_____ _____ _____	_____ _____ _____ _____
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IF TEST OUT COMPLETE THE FOLLOWING:

of credits: _____

List course names:

_____ _____ _____	_____ _____ _____
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1 copy to student file
1 copy to brown transcript folder