

Application for Transfer of Credit From Colleges and Universities

The American College's credit transfer policy for Huebner School courses permits students who completed comparable courses at an accredited college or university within seven (7) years prior to the date of this application to apply for transfer of credit into an American College designation program (CLU, ChFC, RHU, and REBC) or into its CFP® Certification Curriculum.

Rules and Procedures:

- You must be matriculated with The American College in order to apply for transfer of credit. If you have not matriculated, please do so before submitting this application.
- You must have completed the comparable course(s) within seven (7) years prior to the date of this application. Any course completed more than seven (7) years prior to the date of this application is ineligible for transfer of credit.
- You must provide the Registrar at The American College with syllabus and official transcripts verifying completion of the comparable course(s) you want to transfer for credit.
- You must provide the following information and pay the required fee(s).

Name _____ Date _____

Company _____

Street Address _____

City _____ State _____ Zip _____

Social Security No. _____ American College Student No. _____

Telephone No. _____ Fax No. _____

E-Mail _____

Method of Payment: Check Charge

The transfer of credit fee is \$60 per course with a maximum of three courses allowed to be transferred. Transfer of credit fee(s) are not refundable and may not be credited to another student. If you are paying by check, please make your check payable to **The American College** and mail it along with the completed application form and other supporting documents to the Office of the Registrar, The American College, P.O. Box 1513, Bryn Mawr, PA 19010-2196. If you wish to pay by credit card, please provide the following credit card information:

() VISA () MASTERCARD () AMERICAN EXPRESS () DISCOVER

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Card # _____ Expiration Date _____

Your signature serves as authorization to charge your credit card _____

(Signature)

Total amount enclosed and/or charged _____

Transcripts from the following colleges and universities are enclosed for review.

<u>Names of School</u>	<u>Years Attended</u>	<u>Degree Received or Certificate Awarded</u>	<u>Date Received or Awarded</u>

Please review the following specific course(s) from the enclosed transcript(s) and attach a description of the course(s) and topics covered, along with the title(s) of the textbook(s) used. The description could be from a catalog and the topics covered might be from a course syllabus. Also please be advised that in some cases the subject matter in more than one college or university course may be needed to match the Huebner School (HS) course. In addition, as explained below, the maximum number of Huebner School courses that you can receive transfer of credit for is limited to three, so select your courses wisely.

<u>Course Title & Number</u>	<u>Name of School</u>	<u>Date Course Completed</u>	<u>Grade Received or Pass/Fail</u>	<u>Credit Hours</u>	<u>HS Course You Expect to Receive Credit for</u>

Transfer of credit is limited to a specified number of courses that depends on the Huebner School program to which the courses are being transferred. Up to three courses may be transferred into the CLU or ChFC program as well as into the CFP® Certification Curriculum. Two courses may be transferred into the REBC program, while only one course may be transferred into the RHU program. However, regardless of the number of Huebner School programs into which courses can be transferred, there is an overall maximum limit on the number of courses that can be transferred, and that limit is three courses. (The lone exception is for CFP® certificants who are eligible to transfer up to six courses into either the CLU or the ChFC program.)

If you have any questions about The American College’s transfer of credit policy, please contact the Office of Student Services by phone at (888) AMERCOL, by fax at (610) 526-1465, or by email at studentservices@theamericancollege.edu.

For Official Use Only:

Approved for HS _____, HS _____, HS _____.

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