

Transfer Policies

External Transfers

Students transferring from other schools are required to earn at least 25% of the required hours at Florida Academy for completion of a Florida Academy program. A written request for transfer of credit consideration, a valid transcript(s) from applicable previous institution(s), accredited by an agency recognized by the U.S. Department of Education and licensed by the Florida Department of Education (or the equivalent licensing authority of the state in which the institution is located) and a personal interview with the Admissions Department are required. Students must have completed previous coursework within five (5) years and submit an official transcript **prior** to the start of a program. Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration. The decision to award transfer credit is at the sole discretion of Florida Academy.

The Registrar and/or the Education Director is responsible for reviewing all transcripts for the purpose of transfer of credit. Transcripts submitted to Florida Academy by a school that awards credit hours must include conversion factors to equate such “credit hours” to “clock hours.” The Registrar and/or designee determines the number of transferrable credits.

Florida Academy does not issue transfer credit for any courses taken outside of the United States or its territories.

Transfer of Credit to Another Institution

Florida Academy does not make any representation or guarantee that coursework/and or credit earned at Florida Academy will transfer to another institution. Students seeking to transfer credit should verify transfer eligibility with the institution.

Internal Transfers

Students seeking to transfer programs within Florida Academy are required to meet with the Education Director and/or designee for approval. If the transfer request is approved the student is required to pay the \$50.00 internal transfer fee and meet with Financial Aid and/or Bursar as applicable PRIOR to transferring from one program to another.

All applicable attended hours and grades earned in the original course will transfer to the new program. Tuition adjustments will be applied for the clock hours that were accepted toward the new program of study.

Transfers from Professional Esthetics to Skin Care or Nail Technology will not be permitted after a student reaches 300 attended clock hours. Any exception due to extenuating circumstance must be documented and authorized by the President or Education Director of Florida Academy. Note: This policy does not apply to external transfers to Florida Academy.

Transfers from Financial Aid-Eligible Programs to Non-Financial Aid-Eligible Programs
In adherence to Federal Student Aid (FSA) regulations, Title IV funds may not be applied to non-eligible programs. Students are not allowed to transfer to a non-Title IV eligible program any clock hours for which Title IV funds have been granted. To transfer clock hours, all Title IV funding received for the Title IV eligible program MUST be returned to FSA.

No transfer hours will be applied to the applicable non-Title IV program until funds received for the Title IV eligible program are returned to FSA and all outstanding balances from the withdrawal are paid in full.

- Students must withdraw from the Title IV program, sign an Internal Transfer: Financial Aid Eligible Program to Non-Financial Aid Eligible Program: Student Acknowledgement Form and pay any outstanding balance from the withdrawal.
- An Academic Transfer Evaluation Form must be completed by the Program Chair and/or designee for the new program.
- A new Enrollment Agreement/Enrollment Agreement Addendum must be completed for the new program with applicable credit for tuition and supplies.
- Any transfer request must be approved prior to the close of the applicable FSA award year.