

Academy of Chinese Culture and Health Sciences

Application for Curriculum Course Transfer Credit

Please read carefully

*Any student wishing to transfer credit to the Academy must submit the necessary related course description. Check with the administrator first before assuming the course credit is transferred, you must confirm transfer within one month of submitting this form. **This form is not a credit transfer guarantee.** This form is a processing document for the Admissions Committee to review the course content equal to the regular Academy course curriculum before the credit can be officially awarded. Transfer credit fee is \$20.00 per unit. Effective as of Fall 2016 semester.

*Once the transfer credit application is approved by the academic dean, **within a month**, the total transfer credit fee must be paid before the credit transfer is proceeded. Otherwise the approval in this form will become invalid and no related transfer credit will be accepted later during the program.

ACCHS Course Title & Number	ACCHS Units / Hours	Original Course Title	Where / When Course Was Taken	Hours Taken	Transfer Credit Awarded	Remarks

- I agree that the transfer credit processing fee related to the above approved course(s) will be charged to my financial account by the business office, or
- Please deduct this amount from my Financial Aid payment.

Acknowledged by (sign) _____ Student Name (print) _____ Date _____

Office Use Only

Transfer Credit Fee Paid: Amount _____ Date _____ Check # _____ Cash _____ CC _____ Receipt # _____

Admissions Committee Comments: _____

Reviewed by _____ Date _____