

Program Transfer Request

Please return completed form to the Front Desk at SEESA or <u>info@SEESA.ca</u>. NOTE: There is an administration fee of \$10 for each transfer.

Participant Name:
Phone Number:
Program transferring FROM:
Class:
Start Date:
Amount:
Program transferring TO:
Class:
Start Date:
Amount:
Request Reason:
FDR USE ONLY
1. Ensure this form is filled out completely – circle Class or Club
2. Print & staple MSC receipt to back of this form
3. Submit to Program Coordinator
FDR Name-Printed: Date:

South East Edmonton Seniors Association 9350 82 Street N.W. Edmonton Alberta Canada T6C 2X8 780-468-1985 • info@seesa.ca • www.seesa.ca



Date Submitted: ASC Report Attached: □Yes Sage Credit Note Attached: □Yes Class Status: Class Status: Class Status: Class Status: Total Fees - Admin Fee = Cheq Amount Approval: Expense: Allocation: Invoice Inputted: Chq Inputted: Payment Date: Chq Number: Signer's Initials Signer's Initials Notes:	OFFICE USE ONLY	
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