

Program Transfer Request

Please return completed form to the Front Desk at SEESA or info@SEESA.ca.

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: _____



OFFICE USE ONLY

Date Submitted: _____

MSC Report Attached: Yes Sage Credit Note Attached: Yes

Class Status: _____

Refund: _____ - _____ = _____
Total Fees - Admin Fee = Cheq Amount

Approval:
Expense:
Allocation:
Invoice Inputted:
Chq Inputted:
Payment Date:
Chq Number:
Signer's Initials
Signer's Initials
Notes:

Payment Sent by: _____

Payment Sent date: _____