



3901 National Drive  
Burtonsville, MD 20866  
Phone: 1-866-967-5563  
Fax: 240-379-6103  
Email: LFIRE@LNF.com

**TRANSFER REQUEST**

**TRANSFER POLICY/LEAVE POLICY:** Although we do not think it is in the student’s best interest to transfer between classes, sometimes emergency situations arise. There will be a \$25 fee for this service. There is no leave of absence or extension granted to any student at any time. Students must complete the entire program within the time constraints set for the state they are attending class.

**PLEASE PRINT**

\_\_\_\_\_  
Last Name                      First Name                      Date

\_\_\_\_\_  
Address                      City                      State                      Zip                      Home Phone

Current Class Location: \_\_\_\_\_ Class Start Date: \_\_\_\_\_

Requesting New Class Location \_\_\_\_\_ New Class Start Date: \_\_\_\_\_

By signing below I give Long and Foster Institute permission to charge the full \$25.00 to my:

\_\_\_ Visa \_\_\_ MC Card \_\_\_ Discover card

# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expires \_\_\_\_\_ / \_\_\_\_\_ CVV# \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
**Approval Signature**

**Student** – must return the form by e-mail or fax along with the \$25.00 fee to address above.