



Request for Transfer of a Tuition Fee Certificate (TFC)

Conditions of Transfer

1. Transfer of a Tuition Fee Certificate (TFC) can only be made to *teachers on a continuing contract and principals from the same school* in which the School Associate supervises a student teacher. The *original* TFC issued to the School Associate or Principal **MUST** accompany this completed form before the certificate will be transferred.
2. A maximum of 4 credits per semester may be transferred to teachers or principals who have not been SFU School Associates, to a maximum of 12 credits in total.
3. It is the expectation of Professional Programs that recipients of transferred certificates will make themselves available as a School Associate in a future semester.
4. This certificate may not be sold. If we have evidence that sales have transpired, the certificate becomes invalid.

Send this form with the original TFC to:

Professional Programs
 Faculty of Education
 Simon Fraser University
 8888 University Drive
 Burnaby, BC V5A 1S6

Certificate # _____

Name of TFC holder _____

School _____ SD # _____

Name of Recipient _____ Student # _____

City _____ P/code _____

School Tel _____ Fax _____

The information on this form is collected under the general authority of the University Act (R.S.B.C. 1996, C468, S27(4(all))). It is related directly to and needed by the University in order to complete the transfer of School Associate tuition fee certificates. The information will be used to transfer the original School Associate tuition certificate into another individual's name. If you have any questions please contact the Professional Programs office in the Faculty of Education.