



faculty of education

Professional Programs
8888 University Drive
Burnaby BC V5A 1S6
Canada

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www.educ.sfu.ca/pdp

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 district* 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.
3. It is the expectation of Professional Programs that recipients of transferred certificates will make themselves available as a School Associate/Principal in a future semester.
4. This certificate may not be sold. If we have evidence that sales have transpired, certificate becomes invalid.

Send this form with the *original* tuition fee certificate to:

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

The information on this form is collected under the general authority of the University Act (R.S.B.C. 1996, C468, s27[4 (a)]). 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.

Certificate Number _____

Name of TFC holder: _____

School: _____ S.D. No: _____

Name of Recipient: _____ Student No: _____

School: _____

School Address: _____

City: _____ P/code _____

School Telephone: _____ Fax: _____

Where would you like the *Transferred* TFC sent?

- SFU Student Accounts Field Programs Recipient's School