



TRANSFER OF CREDIT POLICY

Lab Four may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation. Accreditation is not, however, the sole factor in determining the acceptability of the credits for transfer from the institution at which they were earned. The following criteria must also be met in order for prior credit to be considered for transfer to Lab Four:

1. Minimum GPA of 3.5, or "Pass" if the institution uses a Pass/Fail only grading system.
2. Coursework eligible to be considered for transfer of credit must have been completed no more than 12 months prior to submission of the Student Request for Transfer of Credit.
3. The student must provide, along with the Student Request for Transfer of Credit, the following items:
 - a. An official transcript from the institution from which credit is to be transferred.
 - b. A course description of the applicable course(s) from the institution from which credit is to be transferred.
 - c. A course outline/syllabus for the applicable course(s) from the institution from which credit is to be transferred.
4. The syllabus provided with the Student Request for Transfer of Credit must be at least 25% comparable to that of the Lab Four program to which the student wishes to transfer credit, and confirm that the course requirements conform to industry training standards in the subject area.

Lab Four uses clock hours to define the length of its programs. Classes are generally broken up into either three-hour sessions meeting two to four days per week, or six-hour sessions meeting on Saturdays for the duration of the program. The number of hours transferrable to a Lab Four program, if approved, is limited to approximately 15% of the total class hours rounded to the nearest whole class session. If approved for transfer of credit, students will receive the full amount of transferrable hours – no partial transfer of credit will occur.

Upon approval of transfer of credit, students will be charged a pro-rata portion of the standard tuition for the program in which they are to enroll, based on the number of hours they will be required to attend after the transfer of credit. Additional fees (such as for books) are not affected by transfer of credit.

The table below illustrates the total hours transferrable for each possible "total clock hour" amount for all approved Lab Four programs, as well as the tuition charged if/when transfer of credit is approved.

Total Clock Hours	Hours Transferrable (if approved)	Adjustment of Tuition
36	6	83.33% of standard tuition
40	6	85.00% of standard tuition
72	12	83.33% of standard tuition
85	12	85.88% of standard tuition
96	15	84.38% of standard tuition
120	18	85.00% of standard tuition
301	48	84.05% of standard tuition
302	48	84.11% of standard tuition
602	96	84.05% of standard tuition

Lab Four is not currently eligible for federal financial aid. Once approved, however, ramifications for financial aid will mirror those established above for tuition without financial aid. Tuition will be adjusted to reflect a pro-rata portion for the total hours the student is required to attend after the transfer of credit. Additional fees (such as for books) are not affected by transfer of credit.

There is no fee associated with the Student Request for Transfer of Credit.



Procedures to be followed when requesting transfer of credit:

1. During Program Advising, the Career Specialist will inform each prospective student that he/she has the option of requesting transfer of credit.
 - a. The Program Advising form also includes a notice to prospective students with this information.
2. If the prospective student is interested in applying for transfer of credit, the Career Specialist advises the student to begin gathering the necessary documentation right away, and provides them with the Student Request for Transfer of Credit form, which requires the following:
 - a. Official transcript from the institution from which credit is to be transferred.
 - b. Course description(s) from the course(s) at the institution from which credit is to be transferred.
 - c. Syllabus (or syllabi) from the course(s) at the institution from which credit is to be transferred.
 - d. The request is due two weeks prior to the student's projected program start date. If the student begins class without requesting transfer of credit in a timely manner or obtaining approval for transfer of credit, his/her application for transfer of credit will be considered void.
3. The request is to be submitted via email to admissions@labfour.com with the subject line "Request for Transfer of Credit – (Student Name)."
4. Once the Student Request for Transfer of Credit is submitted, the student will receive a decision from the Admissions Group (Career Path Manager, Compliance Specialist, and Academic Manager) within ten business days. The decision will come in the form of a letter (sent via email) containing either:
 - a. Notification of acceptance of the student's request for transfer of credit. The acceptance letter will include the number of hours transferred, the new total hours the student is required to attend to complete the program, and the adjusted tuition resulting from the transfer of credit; or
 - b. Notification of denial of the student's request for transfer of credit. The denial letter will include the reasoning behind the Admissions Group's decision, as well as the appeal process described below, should the student choose to appeal the decision.

Procedures to be followed when appealing a negative decision for transfer of credit:

1. Once notified of denial of the request for transfer of credit, the student has ten business days from the date of the denial letter to submit an appeal to Senior Management if they so choose. If the student begins class without requesting transfer of credit in a timely manner or obtaining approval for transfer of credit, his/her application for transfer of credit will be considered void.
2. The student's appeal is to include:
 - a. A letter from the student describing why he/she disagrees with the Admission Group's decision, and presenting any new information or reasoning to be considered as part of the student's request.
 - b. Any additional supporting documentation that the student can provide to support his/her claims.
3. The appeal is to be submitted via email to admissions@labfour.com with the subject line "Appeal for Transfer of Credit – (Student Name)."
4. Senior Management will deliver a final decision to the student in the form of a letter (sent via email) within ten business days of when the appeal is submitted.

Transferability of credit from Lab Four to another institution:

If a student is attempting to transfer Lab Four credits to another institution, they may contact Admissions via admissions@labfour.com to request any or all of the following:

1. Official Transcript
2. Syllabus
3. Course Outlines

Admissions will also give guidance as needed/requested on transferring credit earned at Lab Four, however the acceptance of credits earned at Lab Four is entirely dependent on the receiving institution's policies and practices. Lab Four does not guarantee the transfer of credits to any other institution. Students are advised to contact any educational institutions to which they may want to transfer credit earned at Lab Four to determine if such credit can be accepted for transfer prior to executing an enrollment agreement with Lab Four.