



Transfer Policies & Credit for Previous Learning

Transfer of Students between Programs Within the Institution - Students wishing to transfer from one Vantage program to another Vantage program will need to get prior approval from the program coordinator of the new program. Most hours are not transferable but will be considered on a case-by-case basis. The final decision is solely up to the program coordinator. Most students will need to withdraw from their current program and re-enroll for the new program prior to the start date.

Transfer of Students from Other Institutions – Students wishing to transfer from other institutions to Vantage Career Center will need to contact the program coordinator for prior approval. A decision will be made on a case-by-case basis. The decision is solely up to the program coordinator. Some programs may not permit transfers. Most students will need to enroll in the new program prior to the start date.

Transfer of Credits Earned at Another Institution - Some programs may allow previously earned credit. Students must contact the program coordinator to see if previous credit is allowed for their program. The student will need to submit an official transcript or adequate documentation to reflect relevant training. The program coordinator will verify that the prior credit is from an approved U.S. Department of Education accredited agency or whose acceptance is required by a state or federal approving agency. If any previous credit is allowed, the financial aid office will be notified. Students receiving credit for prior training must contact the financial aid coordinator to see how financial aid might be affected.

Transfer of Credits to Another School – Vantage Career Center operates on a clock hour basis. Students wishing to transfer to another school will need to consult with the other school to see what credit, if any, will be accepted. Credit granted is at the discretion of the other institution.

Veteran's Requesting Credit for Previous Training - For applicants with military experience seeking prior credit, the applicant must: 1) have experience in the armed forces of the United States, or The National Guard of the United States or in a reserve component; 2) Submit a certified copy of their military education and skills training from the official Joint Services Transcript; 3) Based on the review of the official transcript, determination will be made by the Program Administrator/Coordinator whether the military education and skills is substantially equivalent to the curriculum for the program.

This Policy is publicized in the School Catalog & Student Handbook (Section II General Policies) which is posted on the school's webpage under Adult Education / Consumer Information and is also posted under Consumer Information on the webpage.