



CPE COURSE TRANSFER REQUEST

There is no fee for transfers received more than seven (7) days prior to the course. If your transfer request is received within seven (7) days of the course, you will incur a \$70 fee. No transfers will be honored if proper notification is not received prior to the date of the course. Transfer fees apply to courses paid for by cash, check, credit card, money on account or CPA PERKS. **If a CPA PERKS coupon was used to purchase the course registration, the coupon will be applied to the new course.** The applicable transfer fee cannot be paid for with a CPA PERKS coupon.

Course Registrant's Name: _____

Title of course to be transferred from: _____

Date of course to be transferred from: _____

Title of course to be transferred to: _____

Date of course to be transferred to: _____

By signing below, I understand that my course transfer has not yet been completed. I understand that I will receive an email from the DSCPA, within 72 hours, confirming my transfer and detailing my statement of account. I further acknowledge that my transfer will not be final until any and all fees associated with this transfer and owed by me have been paid in full.

Transfer requests will not be honored once e-materials are posted on our website. E-materials will be available three (3) business days prior to the date of the course.

SIGNATURE

DATE

Email completed form to cpe@dscpa.org or fax to 302-478-7412.