

## **Transfer of Credit Policy**

---

As programs at FPTI involve an integrated, cumulative curriculum, students are generally required to complete all program content at FPTI. In general, program hours completed at another institution do not count towards the completion of a certificate at FPTI. However, to ensure a fair assessment to the student, the institution will still review credits should a prospective student request it.

### **Transfer of Credit – IN Policy**

All requests for transfer of credit must be evaluated and approved by the Campus Director. Official transcripts must be presented by the student at the time of admission for the purpose of receiving program credit at FPTI. Any prior program credits in a relevant area of study must appear on an official transcript from a regionally or nationally accredited vocational school, college, or university with a minimum grade of C- or 2.0.

These credits will then be reviewed by the Campus Director within 30 days of receipt. The prospective student will be notified in writing of the school's decision. Any preliminary reviews by admissions personnel are unofficial and not binding, and subject to change.

Relevant program work and employment history presented at time of enrollment for the Advanced Concepts in Personal Training program is a prerequisite and not a credit of program work.

Note: All approved transfer hours will count toward the Title IV, HEA funding 150% quantitative requirements, not just the hours that were accepted as transfer hours.

Any transfer of credit is at the sole discretion of FPTI.

### **Transfer of Credit – OUT Policy**

Focus Personal Training Institute will provide a transcript and Certificate of Completion for any student seeking to transfer hours earned at FPTI to another school, given he or she is up to date with their tuition payments.

FPTI will also provide a verification of enrollment or completion at the student's request. However, no guarantees can be made as to whether the hours and program(s) completed at FPTI will transfer into another institution; this decision is the sole discretion of the receiving institution.