



**TRANSFER OUT REQUEST**  
from  
American Learning Institute

I, \_\_\_\_\_, SEVIS ID No. \_\_\_\_\_ notify  
American Learning Institute (ALI) of my intent to transfer to \_\_\_\_\_ located in  
\_\_\_\_\_ (city) \_\_\_\_\_ (state).

I understand that it is my responsibility to comply with school policies until my record is released from ALI.

I request my SEVIS data to be release to above named school on \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_, if such date  
is not compliable, then next business day which school is open for business.

Student's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

FOR OFFICE USE ONLY	
Received Date	Released Date
	( ) DSO ( ) PDSO
<input type="checkbox"/> Grade Reports/Attendance Saved in Student's Electronic Folder <input type="checkbox"/> Student's status change on ALIweb <input type="checkbox"/> Email instructors to inform them of student withdrawal <input type="checkbox"/> Scan and shred student's paper folder	

<p><b>ELIGIBLE FOR REFUND:</b> A refund will be issued only if the account has been paid in full and there are no other debts (i.e. Books, Late fees, etc.) ALI tuition refund requests are processed weekly.</p> <input type="checkbox"/> <b>YES-</b> See Tuition Refund Worksheet <input type="checkbox"/> <b>NO-</b> Check Reason <ul style="list-style-type: none"> <li><input type="radio"/> LDA past mid-point (Week 6) – See Tuition Refund Worksheet</li> <li><input type="radio"/> Student owes tuition – See Tuition Refund Worksheet</li> <li><input type="radio"/> Student completed term – <b>No</b> Tuition Refund Worksheet needed</li> </ul>
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