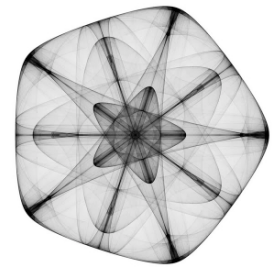


Sonoma Psychotherapy Training Institute  
Basic Training in EMDR Therapy  
Transfer Request and Agreement



This Transfer Request and Agreement is between Sonoma Psychotherapy Training Institute and \_\_\_\_\_.

I originally registered for the SonomaPTI Basic Training in EMDR course scheduled for the following four weekends: \_\_\_\_\_

I paid my tuition in full by check or if I am on the tuition by installment plan, I agree to continue to pay the original tuition by installment in full as originally agreed upon.

I request to transfer my tuition to the next scheduled Sonoma Psychotherapy Training Institute Basic training in EMDR course scheduled for the following four weekends:  
\_\_\_\_\_

I agree to pay a transfer fee of \$150.00. I understand and agree I may transfer between courses only twice and must pay a second transfer fee if I request a second transfer. **After the second transfer request I will need to re-register and pay tuition in full.** This is my  first transfer request  second transfer request.

If the time between the first and second training course is more than six months, I agree to start over and attend all four weekends at the next training course.

When the time between the first and second training course is 6 months or less, and if I attended only weekend one, then I may resume training at weekend two of the next training course.

If I attended weekends one and two only, then I agree to start again at weekend two.

If I attended weekends one, two and three in one course, then I may return and take just weekend four.

I may elect to start over and attend all four weekends. For purposes of this agreement, if I attended only one day of a weekend, that will be considered as if I had not attended that weekend at all.

This agreement is valid when **signed** by both parties and submitted at least **two weeks prior** to the next training. In signing below I affirm that I have carefully reviewed and agree to the above:

_____ Signature	_____ Printed name	_____ Date
_____ Signature	Andrew M. Leeds, Ph.D. _____	_____ Date