

## Transfer Credit Request Form

Full Name: _____	Student ID#: 1 0 0 _ _ _ _ _
Program: _____	Email: _____
<b>Confederation College course I am requesting credit for:</b>  Course Code: _____ Course Title: _____	
<b>Previous Post-Secondary Institution Course Information:</b> Previous Post-Secondary Institution: _____ Course Code: _____ Course Title: _____ Course Mark: _____ (minimum grade of 60%/C or 70%/B is required depending on the program)	
<b>The following documents are required for your transfer credit request to be processed:</b> <input type="checkbox"/> Course outline or syllabus of course taken at previous institution - short course descriptions are not sufficient <input type="checkbox"/> Transcript from your previous institution <b>*(International transcripts must be assessed prior to submission) *</b>	
<ul style="list-style-type: none"> <li>◆ Use one form for each course request</li> <li>◆ Only request forms with all required documents will be processed</li> <li>◆ Transfer Credit Fees: \$25 per request, or \$50 for two or more (if all are submitted at the same time)</li> <li>◆ Fees are non-refundable</li> <li>◆ <b>Allow 4-6 weeks for processing. Approved transfer credits do not qualify for tuition reimbursement.</b></li> <li>◆ Transfer Credit requests are final and not subject to appeal</li> <li>◆ If you are enrolled in the course for which you are requesting transfer credit, continue attending until you receive official approval of your request.</li> <li>◆ International transcripts will not be accepted without an assessment.</li> </ul> <p><input type="checkbox"/> I have read and understand the College policy on Transfer Credit and confirm that this application is accurate and complete.</p> <p>Student Signature: _____ Date: _____</p>	
<p style="text-align: center;"><b>FOR OFFICE USE ONLY (Admissions)</b></p> <p> <input type="checkbox"/> Pre-Approved (if not forward)              <input type="checkbox"/> Student Notified              <input type="checkbox"/> Entered in Banner         </p> <p>Forwarded to: _____ Date: _____ Fee Charged: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50</p>	
<p style="text-align: center;"><b>FOR OFFICE USE ONLY (Coordinator)</b></p> <p>Approval <input type="checkbox"/> Approved for this student ONLY</p> <p style="margin-left: 40px;"><input type="checkbox"/> Approved for <b>ALL</b> students</p> <p style="margin-left: 40px;"><input type="checkbox"/> Denied</p> <p>Coordinator Signature: _____ Date: _____</p> <p>Comments: _____</p>	