

BAppB:ES TRANSFER CREDIT

Credit may not be granted for work completed more than 7 years prior to the date of this request. Transfer credit will be awarded only where credit has been earned.

- The applicant must have been accepted into the program and paid the tuition deposit before this application will be reviewed.
- The applicant must complete and submit this form to the Course Development and Applied Degree Coordinator no later than 2 months prior to the start of the course. Fax to 780 853 3008 Attn: Course Development and Applied Degree Coordinator or email to mariette.sargeant@lakelandcollege.ca

Last Name:	First Name:	Middle Name:
Mailing Address:		
Home Telephone Number:	Cell Number:	Email Address:
Lakeland College Program:	Campus: Online	Student ID#:

Transfer Credit is awarded for formal learning experiences supported by an official transcript.
 Be prepared to submit course outlines and additional documentation upon request.

I am requesting transfer credit for course work completed at: _____ (name of Institution)

CREDIT REQUEST LIST			ON THE BASIS OF				APPROVAL			
Lakeland College course number and name			Issuing institution course number and name			Year	Yes	No	Coordinator Initials	Approval Date

I understand that grades in courses used for transfer credit will not be used in calculating weighted averages.

Signature of Applicant _____

Date _____

Administration Fee: \$375.00 per approved credit

\$375.00 x ____ credit(s) = \$_____

Applications that are denied will be charged a minimum of \$100.00 but may be charged up to the full fee of \$375.00, depending on the administrative time required to review the application.

CREDIT CARD PAYMENT INFORMATION ☐ Visa ☐ MasterCard

Name of Card Holder:																Amount Paid:			
Phone Number of Card Holder:												CSV # _____				Receipt #:			
Signature of Card Holder:												Expiry: MM ____ YY ____				Date Paid:			
																Posted to (LAD 020 000 000 270)			

Refer to Procedure: ACA 38.0-7 (STU 5.61)

Lakeland College complies with the *Freedom of Information and Protection of Privacy Act* of Alberta. Information collected on this form is collected under the authority of Section 33(c) of the Act for the administration of the ETC program. This information is used in the normal course of College operations in accordance with this legislation. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator (780-853-8524; FOIP@lakelandcollege.ca).