

# COURSE EXEMPTION REQUEST

Official Copies of Transcripts and Credit Transfer Application Fee of GBP29.00 are to be submitted with this form.

DATE:		EMAIL ADDRESS	
STUDENT NAME:		PHONE NUMBER/S	W:
			M:
STUDENT ID		ADDRESS	
NAME OF PROGRAM OF ENTRY:		SPECIALISM:	
INSTITUTION/PROGRAM TRANSFERRING FROM		NUMBER OF CREDITS EARNED/CERTIFICATE RECEIVED	

**If you are not submitting an official transcript with this request, please tick one of the following:**

- ( ) Official transcript is already in my file at Colbourne
- ( ) Official transcript has been ordered from my college on \_\_\_\_ (Y) \_\_\_\_ (M) \_\_\_\_ (D)

## GENERAL INFORMATION

Complete this form only if you wish to:

- be exempted from a course because you have already completed the same course at a postsecondary institution.

***The following documents are required to support your request FOR COURSE EXEMPTION:***

- official transcripts (official course outlines may be requested)
- International Students: originals of foreign transcripts sent directly to ***Colbourne College, 6 Hillview Avenue, Kingston 10*** from the previous institution WITH course outlines and the official English translations.

## FEES

GBP 25. 00 for credit transfer application to be submitted with this form.

GBP 58.00 is to be paid PER COURSE EXEMPTED FROM before credit is awarded.

- You may not transfer more than 80% of your program. Please refer to the Colbourne website at [www.colbournecollege.com](http://www.colbournecollege.com) for program information.
- Do not include courses which are currently in progress. Only courses successfully completed with a grade of C+ or higher will be considered for credit transfer.
- For graduation: Requests for transfer credit (with all supporting documents and fees attached) to meet graduation requirements should be completed and awarded.
- You will receive notification of transfer credit evaluation by email.

**COURSES ENROLLING IN AT COLBOURNE FOR THE  
( ) FALL ( ) SPRING ( ) SUMMER SEMESTER IN THE YEAR ( )**

1.	3.
2.	4.

**Exemption is requesting from the following courses;**

COURSE NAME & NO. OF COMPLETED COURSES. <i>(If course is completed outside Colbourne, an official course outline must be attached/ or a link provided to the outlines.</i>	COURSES INDEX	Transfer Request Granted/Denied

# OF COURSES TO BE EXEMPTED		# OF CREDIT TO BE EXEMPTED	
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**FOR OFFICE USE ONLY**

Pending for: Transcript ( ) Logged: _____ Pending for: Transcript ( ) _____ initials & date  Outstanding requirement received: _____ _____ initials & date  Partial assessment complete: _____ _____ initials & date  Full assessment complete: _____ _____ initials & date	<b>PAYMENT HISTORY</b> Application Amount: \$ _____ Paid: _____ 20 _____ Receipt number: _____  Exemption Amount: \$ _____ Paid: _____ 20 _____ Receipt number: _____  Student notified : _____ _____ initials & date  Student notified : _____ _____ initials & date
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**COMMENTS**