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**COURSE EXEMPTION BASED ON
ACADEMIC LEARNING REQUEST FORM**

\$55 registration fee applies

Requests will be processed within 10 working days

Student Information (Please Print)

Last Name: _____

First Name _____

Email: _____

Student I.D: _____

Date of Birth _____
YYYY-MM-DD

Telephone: _____

Conditions for Course Exemptions based on Academic Learning

Requests for course exemptions based on academic learning may be made for the following:

- Certificate Programs: a maximum of one course up to 40 hours
- Diploma Programs: 2-3 courses up to a maximum of 60 course hours

Criteria for Exemptions based on Academic Learning:

- Requests for academic transfer must not exceed the following:
 - 10 years for non-technical programs
 - 5 years for technical programs
- Candidates must provide an academic transcript with a passing grade of no lower than 60%.
- The request for an exemption based on academic learning must be equivalent to or above number of course hours of the CCE course.
- Candidates must provide proof of learning with a course syllabus with detailed curriculum.

Courses approved to be exempted based on academic experience will appear on the student transcript as such (exemption).

Decisions on course exemptions based on academic learning are final.

Course exemptions may not be requested for Language courses.

Which course are you requesting to be exempted from? (Course number and Title)
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Name and Address of educational institution of former course equivalent:
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Date of completion:	Number of course hours:	Grade Obtained:
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Course number and course title:

Certification acquired (if relevant):

Please attach proof of transcript and course syllabus with detailed curriculum.

Signature: _____

Date: _____

Processed: _____