

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *	
ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *	
PROGRAM NAME *			INSTRUCTOR *		
COURSE CODE & # *		COURSE NAME *			

REASON FOR REQUEST (ATTACH SUPPORT DOCUMENTATION)

- ☐ I have acquired skills or knowledge through experience. (Attach resume, sample of work, and any additional details.)
- ☐ I have acquired skills or knowledge through a related course. (Attach course outline.)

1. Instructor's Recommendations

- ☐ Recommended (fill out below) ☐ Not Recommended (fill out below)

REASONS

DATE	TIME	LOCATION
PRINT NAME	SIGNATURE	DATE

2. Chair's Recommendations

- ☐ Recommended (fill out below) ☐ Not Recommended (fill out below)

REASONS

PRINT NAME	SIGNATURE	DATE
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3. Student Agreement

I agree and accept the date, time, and location of the examination (pending payment and Registrar's decision).

SIGNATURE	DATE
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- ☐ Challenge Exam (Non-refundable fee of 50% of course tuition)

4. Method of Payment

☐ Money Order ☐ VISA ☐ MasterCard	CREDIT CARD	EXPIRATION DATE	CVV / CVC (3 or 4-DIGIT NUMBER)
	CARD ISSUED TO	SIGNATURE	

☐ Phoned In

4120000 – 41210

5. Office of the Registrar's Decision

- | | | |
|--|--|------|
| ☐ Granted
☐ Not Granted | STUDENT, INSTRUCTOR, TESTING SERVICES & CHAIR NOTIFIED OF REGISTRAR'S DECISION VIA EMAIL
☐ Yes ☐ No | DATE |
|--|--|------|

REASONS

SIGNATURE	DATE
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If approved, Instructor will release exam as per date and location outlined above.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.