



PLAR
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 Calgary, AB T2M 0L4
 Ph. 284-7025 Fx. 284-7345
 Email. PLAR@SAIT.CA

CREDIT FEES ASSESSMENT FORM

PLEASE PRINT CLEARLY

This personal information is collected under the authority of the technical Institutes Act and the Freedom of information and Protection of Privacy act (FOIP), Section 32(c). It will be used to assess credit for SAIT courses. Your personal information is protected by the provision of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Prior Learning Assessment Office at 284-7025.

SAIT ID	Surname or Family Name	First Name	Date of Birth
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PERMANENT MAILING ADDRESS:

Street/Box # _____

Town/City _____ Province _____ Postal Code _____

Telephone # (Home) _____ Telephone # (Work) _____

Email Address: _____

REGISTERED IN: _____

Full-Time Day
 Continuing Education
 Distance Education
 Not Registered

This Shaded section to be completed by Continuing Education Applicants only:

Evening course(s) for which you wish to enroll _____

Previous Post-secondary Institution _____

Please check one of the following: Canadian Institution International Institution Work Experience

Have you previously received SAIT credit? Yes No **Date:** _____

Have you previously paid a PLAR credit fee? Yes No **Date:** _____

If you checked yes, please indicate the program/certification you received credit for below:

****PROGRAM/CERTIFICATE:** _____

COURSE(S) YOU WANT CREDIT FOR (Please read PLAR requirements on back of form before submitting payment**)**

Course Code	SAIT Subject Name	Course Code	SAIT Subject Name

<p>FEES</p> <p>Canadian Post Secondary credit \$125 per program PLAE</p> <p>Experiential/International credit \$150 per course credit WPLA</p> <p>SAIT to SAIT credit Free Evaluation</p> <p>Total Fees _____</p>	<p>PAYMENT METHOD</p> <p> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque <input type="checkbox"/> Other </p> <p>Credit card #: _____</p> <p>Expiry date: _____</p>
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I AGREE TO ACCEPT ALL FEES:

Applicant Signature: _____ Date _____

PLAR Advisor: _____ Date _____

<p>FOR PLAR USE ONLY</p> <p>Credit Granted: YES NO</p>	<p>PROOF OF PAYMENT</p> <p>FOAPAL 1101 4206 5601 9999 PLAE/WPLA</p>
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Thank you for your interest in PLAR at SAIT Polytechnic.

If you have previously received credit from PLAR based upon previous Canadian courses within the past 2 years, Please notify our PLAR staff immediately. You may not have to pay the required fees!

It is the responsibility of the applicant to review the eligibility requirements for Prior Learning Assessment and Recognition prior to paying the assessment fee. The PLAR staff will provide the applicant with the necessary resources to assist in their pre-application eligibility review. Once the applicant has paid the assessment fee, there will be No Refunds.

* Please ensure you keep a copy of this form for receipt purposes.

**Please note additional fees of \$150 per course credited (to a maximum amount of \$600) will apply based upon courses taken internationally or based on experiential learning.

It is the applicants' responsibility to check with the PLAR office for credit assessment results. Processing delays should be expected if all required documentation is not submitted at the time of application. It is also the applicants' responsibility to provide the PLAR office with detailed course outlines upon request.

Continuing Education Applicants - If you wish to enroll in a course for which pre-requisite courses exist that you have not completed, please ensure that you also fill out the portion of this form for Continuing Education Applicants.

PLAR REQUIREMENTS

Please submit all documentation to the PLAR Office along with this Credit Fees Assessment form

If basing credit on other post-secondary courses:

Please provide previous post-secondary transcripts for review along with the detailed course outlines.

- All grades must be a 65% or better and all relevant courses must have been completed within the past 5-7 years.
- Course credit hours should match those of the SAIT Polytechnic course & Course curriculum should be at least an 80% match.
- Applicants will not receive credit for more than 50% of any daytime, continuing education or certificate program. Please contact the PLAR office for details.

If basing credit on previous experiential learning:

Continuing Education Information Technology courses applicants must complete IT Work Experience form available through PLAR and have it signed by a previous supervisor.

All other applicants for other Continuing Education or Daytime courses must have worked a minimum of one year in a related position and provide the following:

- A current resume.
- A detailed letter of validation signed by a former/current supervisor or employer.
- A detailed job description relevant to courses for which credit is sought.
- Applicant may be required to provide additional reports and supporting information such as a learning portfolio for SAIT credit.

Please note:

- When applying for credit towards COMM (Communication) courses, literature/fiction/poetry courses will not be considered for credit.
- PLAR does not consider high school courses for SAIT credit.
- Experiential learning will not be considered for some courses and programs. It is the applicant's responsibility to check with the PLAR Office to determine whether courses can be considered for credit.
- Challenge exams may be available for courses where experiential learning is not an option.
- When submitting **foreign documentation** for transfer credit evaluation, please provide transcripts and the detailed course outlines translated to English by an official translator.
- PLAR will only keep a student's documentation for a **2 year period**. If you are seeking credit after this time, you will have to re-submit your documentation and pay the PLAR fee.