



# Part-Time Continuing Education Program Declaration

Policy References: AC.2.17.1 and AC.3.1.1

**Student Services**  
AA211, Heritage Hall  
1301 - 16 Avenue NW  
Calgary, AB T2M 0L4  
Phone: 403.284.7248  
Toll-free: 1.877.284.7248  
Fax: 403.284.7112  
Email: advising@sait.ca

(Please complete sections A to B) Submit to Student Services for processing

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If you are taking courses through Continuing or Distance Education and are working towards a specific certificate, it is to your benefit to declare your program of choice. Students must complete all required courses within 5 years to be eligible for a Certificate of Achievement or Completion.

**If taking courses for a certificate, diploma or applied degree program, you must submit an application through ApplyAlberta.**

### Benefits of declaring your program of choice:

- You will receive credit for all courses taken towards your program
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### A) Personal Information

SAIT Student ID Number _____	Alberta Student Number (ASN) _____	
Last Name _____	First _____	Middle _____
Former Name(s) if Applicable _____	Birth Date _____	

### B) Part-Time Program Declaration

My program of choice is:  _____	
Student's Signature _____	Date _____

### C) Student Services

<input type="checkbox"/> Records updated by _____	Date _____
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The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process a part-time continuing education program declaration. If you have any questions about the collection of this information, contact the Student Services' FOIP coordinator at 403.284.8069.