SAIT Student Services

AA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Fax: 403.284.7112
Email: plar@sait.ca
Web: sait.ca/plar

Recognition of Prior Learning (RPL) Request

Policy Reference: AC.3.18.2 & AC.3.18.3

Please review section D before completing sections A,B,C and E.

A) Personal Information

Last Name	First Name	Middle Name
Student ID Number	Email Address	
Address	City	Province
Preferred Number	Alternate Number	Postal Code

B) Program Information

Program you are interested in/SAIT program you are registered in	Have you previously received transfer credit within the SAIT program you are currently registered in? ☐ Yes ☐ No

C) Recognition of Prior Learning Information

For office Use only

RPL - Transfer Credit

Institution Name	Course Code Previously Completed **Note:** Provide detailed course outline for each course listed	Grade Received **Note:** Provide your transcript	Year Completed	SAIT Course Code for Credit Assessment (ie: MATH-238)	Current Banner Status		Decision		If Denied is PLAR Recommended		Entered on SHATRNS	Recorded on SHATATR
					Accepted	Denied	Accepted	Denied	Yes	No		

RPL - Prior Learning Assessment and Recognition (PLAR) - informal, non-formal and experiential learning

Please refer to sait.ca/plar for requirements.												

D) Payment Information

Canadian post-secondary credit- $125 per program Experiential/International credit - $150 per course

It can take up to five to seven business days to process requests received by email or fax, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled.

Acceptable forms of payment are Visa, MC, Debit, Cheque, Money Order or Cash. **Do not include your credit card information in the email or fax you send to the RPL department.**

E) Acknowledgement

I have read the requirements of this form and agree to pay the non-refundable fee(s).

Student Signature _____ Date _____

FOIP Statement

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 your prior learning assessment and recognition request. If you have any questions about the collection or use of this information, contact the Student Services' FOIP coordinator at 403.284.8069.