



# Transfer Credit Waiver Form

## Admissions Office

Students with courses from another accredited post-secondary institution taken five years or more shall at the time of admission waive transfer credit by completing this form. Waiving transfer credit is an all or nothing exercise and permanent. You may not 'pick and choose' which courses from a post-secondary institution to waive.

Mr.    Miss    Mrs.    Ms.                      Student Number: \_\_\_\_\_  
 Surname \_\_\_\_\_                      Birth date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 Given \_\_\_\_\_                      E-mail: \_\_\_\_\_  
 Middle \_\_\_\_\_                      Telephone: \_\_\_\_\_

All students applying for admission to Brandon University as transfer students (those who have taken previous courses at another post-secondary institution, i.e. either a university or community college) must submit official transcripts for all coursework. Grades obtained in such previous coursework may affect status upon admission and/or whether admissions is granted or denied. Notwithstanding this, however, students may request a waiver of transfer for all courses taken five years or more prior to admission<sup>1</sup>. This request must be made in writing to the Admissions Office on this form. The waiver, if granted by the Director of Admissions, is permanent. Where such a waiver is granted, the courses concerned will not be evaluated for transfer credit, will not appear on the Brandon University transcript, and will not affect academic performance calculations at Brandon University (once the student has been admitted). Instead, the following notation will appear on the transcript:

*Transfer credit has been waived for one or more courses taken at a previous post-secondary institution.*

List **all** universities or colleges attended to have transfer credit waived. You are required to submit official transcripts from each post-secondary institution attended.

UNIVERSITIES AND COLLEGES ATTENDED	DATE LAST ATTENDED

**Sign and Date**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Initials: \_\_\_\_\_

<sup>1</sup> For operational purposes, the five-year period will be calculated based on the first day of classes of the first term for which Brandon University registration is sought. Courses at other post-secondary institutions which concluded five years or more prior to that date are subject to the waiver, if requested.