



**PLAR APPLICATION FORM
PLEASE PRINT CLEARLY**

PLAR
MC221, Heart Bldg.
1301, 16 Ave NW
Calgary, AB T2M 0L4
Ph. 284-7025 Fx. 284-7345

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 33(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 403-284-7025.

| | | | |
|----------------|-------------------------------|-------------------|----------------------|
| SAIT ID | Surname or Family Name | First Name | Date of Birth |
|----------------|-------------------------------|-------------------|----------------------|

PERMANENT MAILING ADDRESS:

Street/Box # _____

Town/City _____ Province _____ Postal Code _____

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

Email Address: _____

PROGRAM YOU ARE 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 Combination PLAR

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

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

Are you receiving SIP Grant Funding? Yes No **Date:** _____

If you checked yes, please indicate when you received PLAR and 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**)**

| Prev Course Completed | SAIT Subject Name | Course Code | | Prev Course Completed | SAIT Subject Name | Course Code |
|-----------------------|-------------------|-------------|--|-----------------------|-------------------|-------------|
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| <p>FEES</p> <p>Canadian Post Secondary credit \$125 per program PLAE</p> <p>Experiential/International credit \$150 per course WPLA</p> <p>SAIT to SAIT credit Free Evaluation</p> <p>Total Fees: _____</p> | <p>PAYMENT METHOD</p> <p>Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Credit card #: _____</p> <p>Expiry date: _____</p> |
|---|--|

I HAVE READ THE PLAR REQUIREMENTS ON THE BACK PAGE AND AGREE TO PAY THE NON-REFUNDABLE PLAR FEES:

Applicant Signature: _____ Date _____

PLAR Advisor: _____ Date _____

| | |
|---|--|
| <p>FOR PLAR USE ONLY</p> <p>Credit Granted: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> | <p>PROOF OF PAYMENT</p> <p>FOAPAL CODE: 1101 4206 5601 9999</p> <p>DETAIL/CASHIER CODE: PLAE/WPLA</p> |
|---|--|

Thank you for your interest in PLAR at SAIT Polytechnic.

If you have previously received credit from PLAR based upon previous Canadian education 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 you also fill out the shaded 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 course credit on previous completed post-secondary education:

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

- All grades must be a 65% or better.
- All relevant courses must have been completed within the past 5-7 years.
- Course credit hours match those of the SAIT Polytechnic courses.
- Course curriculum must be an 80% match to SAIT Polytechnic courses.
- SAIT has a 50% residency rate. Applicants can request credit for up to 50% of any diploma or certificate program. The remaining 50% must be taken at SAIT Polytechnic to qualify for parchment.

If basing course credit on previous experiential, non-formal or informal learning:

All applicants must have worked a minimum of one year and have validation of competencies accomplished in a related field 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.
- Additional supporting information such as reports, learning portfolio, certificates, sample work, blue prints, etc.

Please note:

- When applying for credit in Communication courses (COMM XXX), literature/fiction/poetry courses will not be considered for credit.
- Continuing Education Information Technology students must complete IT Work Experience form available through PLAR and have it signed by a previous supervisor.
- PLAR does not consider high school courses for SAIT course credit.
- Experiential, non-formal and informal learning may 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.
- 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.
- Challenge exams may be available for courses where experiential, non-formal and informal learning is not an option.
- If you are being funded by Grants, Student Loans, Skills Investment Program (SIP Funding), please contact student services as this may have an impact on your full time status.