



# Prior Learning Assessment and Recognition (PLAR) Request

Policy Reference: [AC.3.18.1](#)

AA211, Heritage Hall  
1301 - 16 Avenue NW  
Calgary, AB T2M 0L4

Email: [transfer.options@sait.ca](mailto:transfer.options@sait.ca)

Web: [sait.ca/admissions/transfer-options](http://sait.ca/admissions/transfer-options)

## A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Preferred Phone Number	Home Cellular Business	Email	

## B) Program Information

Program Name and Major	Have you received transfer credit or PLAR credit for the course(s) within this program? Yes      No
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## C) Prior Learning Assessment and Recognition Information

SAIT Course Code	SAIT Course Name

## D) Payment Information

PLAR fee - **\$155 per course** regardless of the assessment outcome. Fees for PLAR will be added to your student account. Once the fee has been added, please make your payment through mySAIT.ca to avoid financial holds. Review payment options (<https://www.sait.ca/tuition-and-financial-aid/payment-options>) to find our acceptable online payment methods. **Do not include your credit card information in the email you will send to the Office of the Registrar.**

## 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 collected through this form will be used to process a request for a prior learning assessment and recognition. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact FOIP Coordinator at Southern Alberta Institute of Technology at 1301 16 Avenue NW, Calgary, AB T2M 0L4 or by email at [foip.coordinator@sait.ca](mailto:foip.coordinator@sait.ca).