



APPLICATION FOR LETTER OF PERMISSION

Please complete the top section of the form prior to meeting with an Academic Advisor. Each application is limited to a maximum of 5 courses and must be requested prior to any courses being registered for. A fee of \$52.50 (\$50.00 + GST) per application is required at the time of request. A separate letter is required for each institution and for each term of study. You may only register for the courses that have been approved. All courses taken on a Letter of Permission must be completed during the approved term – extensions are not allowed, unless granted by Faculty.

STUDENT INFORMATION:				
Name:			UCN Student #:	
Program of Study:		Year of Study:	Academic Advisor:	
Current Address:				Phone No.:
PO Box/Street No.	City/Town	Prov	Postal Code	Email Address:
HOST INSTITUTION NAME:				
Institution Address:				
PO Box/Street No.	City/Town	Prov	Postal Code	

Start date of course(s) (Y/M/D) _____ End date: _____

Host Course Code and Number (e.g. PSYC 1000)	Host Course Title and Credit Hours [e.g. Introduction to Psychology (6)]	UCN Course Code and Number	Division	Credit Hours
OFFICE USE ONLY				

I have read and understood the Letter of Permission Conditions that accompany this form, and I understand that a Letter of Permission does not guarantee registration at another institution.

Applicant's signature : _____ **Date:** _____
Academic Advisor's Signature : _____ **Date:** _____

OFFICE USE ONLY

OFFICE USE ONLY:

Dean's approval/signature:

Date (yr/mm/dd):

____/____/____

Dean's approval/signature:

Date (yr/mm/dd):

____/____/____

Comments:

ENROLMENT SERVICES OFFICE USE ONLY

Special Instructions:

Date:

Processed By: _____

OFFICE USE ONLY

FEES \$ _____

METHOD OF PAYMENT

FINANCIAL SPONSOR ID

TOTAL \$ _____

CASH CHEQUE

INTERAC CREDIT CARD

 AUTH INVOICE REQUESTED

RECEIPT NUMBER:

DATE PROCESSED:

PROCESSED BY:

NOTE: This LOP is not complete until fee payment or fee payment arrangements have been made with UCN.

LETTER OF PERMISSION RULES AND REGULATIONS

1. A Letter of Permission (LOP) must be requested *prior* to the student registering at another institution. Courses taken without a Letter of Permission may not normally be assigned transfer credit.
2. Student must meet with his/her Academic Advisor to begin the LOP application and approval process.
3. A non-refundable fee of **\$52.50 (\$50.00 + GST)** is charged for each application for a LOP. This fee must be paid at the time of application. Payment can be made at a UCN Bookstore location and the application for LOP, with proof of payment may then be submitted to the Academic Advisor.
4. The student must submit this application within the timelines set out by UCN. No less than **one** (1) month prior to the course start date if the course has previously been assessed and recognized for transfer credit or minimum of **three** (3) months prior to the course start date to determine transfer eligibility of the course. Applicants must also be aware of the host institution registration deadlines. **You must apply for admission to the host institution.**
5. Letter of Permission will be issued provided the following items/conditions are satisfied:
 - the student has completed a minimum of 12 program credit hours, with a minimum 3.0 GPA;
 - the host institution course is a requirement within the students UCN program;
 - the course is approved for a UCN equivalent and is current on the UCN Transfer Guide;
 - the applicant must meet UCN residency requirements within their program of study;
 - if the course does not have an approved UCN equivalent then it must be evaluated within the timelines provided. The *student* is required to provide a detailed course outline from the host institution in order for UCN to evaluate the course for transfer.
6. Students who do not register in or withdraw from an approved LOP course(s) must request that the host institution submit written verification of this fact, or a failing grade (F) will be assigned. Students are expected to complete the approved course(s) during the year and term specified in the letter. Upon completions, any changes to a Letter of Permission will require submission of a new request and payment.
7. Upon completion of the course, the student must request that an official transcript from the host institution be mailed directly to UCN Enrolment Services:

University College of the North
c/o Enrolment Services – attn LOP
PO Box 3000
The Pas, MB R9A 1M7
8. The official transcript must be received by UCN no later than one month following the completion of each course. A work in progress (WIP) will appear on your UCN transcript until the final grade is received. A grade of (F) will be recorded on your UCN transcript if the official host institution's transcript is not received by the deadline.

Personal information collected on this form will be utilized by the University College of the North for registration and student records purposes. Your personal information is protected under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact FIPPA Coordinator, Box 3000, University College of the North, The Pas MB, R9A 1M7, (204) 627-8500.

