Complete BOTH sides of the form. Submit completed form with applicable supporting documents to transfercredit@nlc.bc.ca (* indicates required.)

STUDENT INFORMATION

STUDENT LEGAL NAME (FIRST AND LAST) *

NLC STUDENT ID: *

NLC PROGRAM: *

STUDENT EMAIL: *

TRANSFER CREDIT INSTITUTION & COURSE INFORMATION - Fill out ONE institution per application form.

INSTITUTION NAME * (Where transfer credit is from.)

APPLICATION TYPE* (Select ONE option from below.)

☐ NEW application (school) WITHIN BC   ☐ NEW application (school) OUTSIDE BC   ☐ Letter of Permission (LOP) transfer credit application

OFFICIAL TRANSCRIPT* ☐ My official transcript is already on file at NLC.   ☐ My official transcript has been ordered and is on its way to NLC.

Courses below a grade of C (60%) are not transferable. In some cases, a grade of C+(65%) is required.

Use the course numbers and titles provided for the course(s) you want reviewed for transfer credit to NLC.

The course information should match the information on your official transcript.

COURSE(S) FOR EVALUATION					NLC STAFF INTERNAL USE ONLY				
YEAR TAKEN (ex. 2024)	COURSE CODE (ENGL 111)	COURSE TITLE (Poetry and Drama)	CREDITS 3.00	GRADE B	IN BC TRAN. GUIDE Y/N	OUTLINE SENT Y/N	NLC COURSE CODE	NLC Credits	ADD TO BCCAT Y/N

NLC STAFF INTERNAL USE ONLY

EVALUATION COMMENTS AREA (for use by Dean, Chair, or Student Records)

_____   _____   _____

EVALUATOR NAME   **SIGNATURE**   **DATE**

Once evaluation complete, email form as an attachment or CLICK the checkbox to RETURN form to transfercredit@nlc.bc.ca

Northern Lights College

STUDENT ACKNOWLEDGMENT – READ each point and initial where directed.

INSTRUCTIONS

- Complete **both** pages and **all** sections of this form.
- Submit your completed application with applicable documents to **transfercredit@nlc.bc.ca**.
  - Official transcript (ordered from institution) and (if applicable) course outlines.
- Order your official transcript to be sent to NLC Admissions or Student Records.
  - Transcripts emailed to NLC from students are considered unofficial and **are not** accepted. **ONLY** official transcripts are accepted for transfer credit reviews.
- **Detailed course outlines for courses taken MUST accompany this form WHEN:**
  - courses are not listed in the BC Transfer Guide as transferable to NLC, or courses were taken outside of BC, including international courses.
  - **NOTE:** If you no longer have your course outlines, they can be requested from the Registrar of the institution you previously attended. For international courses, outlines MUST come from the institution. If international transcripts are in another language, they must be professionally translated into English.
- **Course outlines MUST be detailed and include** course objectives, course units or modules, the method of evaluation, course duration, hours for lecture, hours for lab work, the credit value, and textbooks used.
- **Course outlines are not required when:**
  - courses are listed in the BC Transfer Guide (www.bctransferguide.ca) as transferable to NLC from the institution you previously attended.
  - courses are approved through a Letter of Permission (LOP).
- **If applicable**, pay the $25 transfer credit application fee at an NLC Campus Services location or over the phone with Student Services (1.866.463.6652).
  - This fee applies to transfer credit applications for courses taken outside of BC including courses taken at international institutions.
  - This fee does not apply to courses approved through a Letter of Permission (LOP).

STUDENT INITIAL* _____

NLC STUDENT RESPONSIBILITIES

- Transfer credit applications **will not** be processed until **all** required documents have been received by NLC Student Records and **all** applicable fees are paid.
- Students are responsible for covering associated costs related to submitting a transfer credit application such as transcript fees or translation fees.
- It is the student's responsibility to read NLC's Transfer Credit Regulations.
- As per the **Residency Requirements** of your program, to be awarded an NLC credential students **MUST** complete (depending on the program) **25%** or **50%** of the program completion requirements through NLC.
- **Courses may not transfer over the way you anticipate.** Not all transfer credits granted may be applicable to your program graduation requirements. It is recommended that students consult an NLC Program Advisor if they have questions regarding how approved transfer credits may or may not apply to a program.
- **Submitting a transfer credit application does not guarantee approval.** Students will receive an email notification from the Office of the Registrar with the outcome.
- **Approved transfer credits are relevant at NLC only.** Other institutions to which you may transfer have the option to evaluate your credits differently.
- **NLC does not refund tuition or penalties** if you choose to enroll in courses that you have received transfer credit. It is your responsibility to drop or withdraw from these courses before the applicable deadlines. Refer to NLC's Tuition, Fees and Refund Policy – F.403.

STUDENT INITIAL* _____

COMPLETE BELOW CHECKLIST AFTER FILLING OUT PAGE 2

APPLICATION SUBMISSION CHECKLIST (* indicates required.)

- ☐ Page 1 and Page 2 of this Transfer Credit Application form have been completed. *
- ☐ Official transcript is ordered or is already submitted to NLC Student Records. *
- ☐ Application fee paid, if applicable.
- ☐ Course outlines, if applicable. Attach course outlines to online submission once SUBMIT checkbox clicked.

STUDENT SIGNATURE* _____

DATE SIGNED* _____

Submit online to transfercredit@nlc.bc.ca, once form is completed, signed and dated. **SUBMIT by selecting checkbox.**