



CREDIT TRANSFER

Application Form

Admissions Office Use Only

Student #:

Applicant has paid their confirmation fee:

☐ Yes ☐ No

Note: A student must pay their confirmation fee to their program before this application can be considered. Deadline for requesting credit transfer is 20 days after the first day of classes of each semester. Requests will not be considered after the deadline.

Form may be completed electronically using Adobe Reader version 9 or higher.

Last Name: First Name:

Phone Number: Email Address:

Name of the Holland College program applying for:

Declaration: I understand that receiving credit through this process is not guaranteed. By submitting this application, I hereby certify that the information I have supplied is true and complete to the best of my knowledge, information and belief.

Date:

The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be used for the purpose of managing credit transfer requests. If you have any questions about the collection or use of this information, please contact the Chief Privacy officer at privacy@hollandcollege.com or 902-566-9542, 140 Weymouth St., Charlottetown, PE C1A 4Z1.

Please check one:

☐ I am seeking to transfer a course from another institution

☐ I am seeking transfer credit for a course taken at Holland College

Applicant Use					College Use Only		
Course submitting for transfer (Number and Title)	Date course completed (MM/YY)	Grade	Name of Institution	Holland College course for which credit is being requested (Number and Title)	Credit Awarded Yes No	Date Grade Entered	Authorized by:
					Yes No		
					Yes No		
					Yes No		
					Yes No		

**Please submit completed application with supporting documents
to: raghdasy@hollandcollege.com**

Transfer Credit Information

Transfer of credit is available to students under the following conditions:

- 1- Course(s) being considered for transfer must be acceptable in the program to which the credit will apply. The Registrar in consultation with the Program Manager responsible for the program will deem courses as acceptable for transfer. Should a dispute over acceptability of a course arise, the Director/ Executive Director responsible for the program that will make the final decision.
- 2- Credits that are more than ten (10) years old will not be accepted for transfer of credit. Notwithstanding the ten-year currency maximum identified above, some courses, due to the nature of the material covered in the course, external accreditation requirements, or other identified factor, may have shorter currency requirements.
- 3- Grades received for courses being considered for transfer of credit must meet the passing grade required within the program at Holland College.
- 4- Transfer credits are recorded on the Holland college transcript with credit value of "T" only. No grade is recorded, and they are excluded from any grade averaging provided by the College.
- 5- Students who have applied for transfer credit are required to register and attend a course they are seeking transfer credit for until they have been notified of a successful transfer.

Applicants applying for transfer of credit must:

- 1- Arrange for Holland College's Admissions Office to receive official transcripts from the institution(s) that awarded the credit. Degree audits will not be accepted.
- 2- Provide, or make arrangements for official course outline/syllabi to be provided to Holland College's Admissions Office.
- 3- Provide all information in English. The applicant is responsible for arranging for translation and any cost associated with the translation. Translated documents provided must be acceptable to the College.

Note: The College reserves the right to apply additional processing fees for transfer of credit applications that are for credits earned outside of Canada or from a non-accredited institution. The College also reserves the right to designate any program and/or course with a "non-credit transfer status" and to impose any requirements it deems necessary with response to accepting the transfer of credit for any of its courses.