



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:		Major and/or Minor:	Division:	Year of Study:
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 INSTITUTION			OFFICE USE ONLY (UCN Transfer Credit)		
Course Code	Course Title	Cr Hr	Course Code	Course Title	Cr Hr

I have read, understood and acknowledged the Letter of Permission Agreement that accompanies this form. 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 <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE	FINANCIAL SPONSOR ID
TOTAL \$ _____	<input type="checkbox"/> INTERAC <input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> 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.

UCN LETTER OF PERMISSION AGREEMENT - RULES AND REGULATIONS

1. A Letter of Permission (LOP) must be requested **prior** to the student registering at another institution. Course(s) taken without an LOP 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 and can be made at a UCN Bookstore location. The LOP application, with proof of payment may then be submitted to the Academic Advisor.
4. Applications must be submitted within the timelines set out by UCN. No less than **one** (1) month prior to the course(s) start date if the course(s) has previously been assessed and recognized for transfer credit or minimum of **three** (3) months prior to the course(s) start date to determine transfer eligibility of the course(s). Applicants must also be aware of the host institution registration deadlines. **You must apply for admission to the host institution as a visiting student.**
5. LOP terms and conditions must be satisfied:
 - completion of a minimum of 12 program credit hours, with a minimum 3.0 GPA;
 - the course(s) requested on an LOP must be a requirement of the students' UCN program;
 - the course(s) is approved for UCN transfer credit and is current on the UCN Transfer Guide;
 - the applicant must meet UCN residency requirements within their program of study;
 - if the course(s) is not approved for UCN transfer credit then it must be evaluated within the timelines provided. The *student* is required to provide a detailed course outline(s) from the host institution for the year and term in which registration is requested in order for UCN to evaluate the course(s) for transfer credit (time sensitive).
6. An LOP warning will be placed on the student record and the student must fulfill the obligations of the Letter of Permission, it is the student responsibility to:
 - Inform the Academic Advisor of non-registration or if the course(s) was dropped within the allotted add/drop period for the approved course(s) on the Letter of Permission
 - Complete the approved course(s) during the year and term specified in the letter. Any change will require a new approved Letter of Permission.
 - Submit an official transcript from the host institution upon completion of the course(s) regardless of final grade so the LOP warning may be removed from the UCN student record and/or upon voluntary withdrawal.
 - Failure to do so will result in the denial of any and all future requests for a Letter of Permission
 - Request confirmation of enrolment from the host institution to support transfer credit as a work-in-progress to UCN for the purposes of sponsorship, financial aid, student loan or another third party to confirm full or part-time status.
 - Confirmation of registration may be by way of an unofficial transcript or confirmation of enrolment from the host institution
7. Upon completion of the course(s) 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

The official transcript must be received by UCN no later than one month following the completion of the course(s).

8. All grades earned at the host institution will form part of the students' academic record.

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.

I have read and understand the Letter of Permission Agreement and will adhere to the rules and regulations as posted above.

Student Name (Print)

Student ID

Signature

Date