

Application for Letter of Permission

This application is required by CGA for students who plan to complete a course(s) at another post-secondary institution for transfer credit to the CGA Program of Professional Studies.

This process alleviates the concern of students completing courses that CGA will not accept for credit. Any published transfer credit schedules are intended primarily for new students and reflect only the certification standards of that academic year, which are subject to change from time to time. Therefore, the courses listed on the schedule may or may not be applicable to current students, depending on their certification requirements.

Students must be currently enrolled with CGA (i.e. basic tuition paid) for approval of credits. You must submit this application at least 3 weeks prior to the registration deadline of the post-secondary you wish to attend to allow for processing by CGA NWT/Nunavut. Courses approved must be completed within one year of submitting this letter of permission. The approval letter may also be used for institutions that require a letter of permission for CGA students taking courses at their institution.

Student Number _____ Date _____

Name _____

Email Address _____

Are you currently registered as a CGA student for the 11-12 academic year? _____

Institution you plan on attending Course name and code you plan on registering for _____

CGA course you wish to receive credit for _____

Is this your final CGA course requirement? _____

NOTE: While CGA does approve specific courses for credit into the CGA program, it is important to be aware that statistically, students who complete prerequisite courses *through* CGA are more likely to pass a higher level course than those with a transfer credit. While courses taken outside of CGA may be appealing to students for a variety of reasons, CGA strongly recommends that students complete their courses directly through the CGA program to allow for success in higher level courses.

The fee for this application is \$82. You will receive a letter of permission via email within 3 weeks of submitting this application. Once you have successfully completed your course, you will be required to have the post-secondary institution forward an official transcript directly to the office and you will be required to pay \$32 for each transfer credit.

<input type="checkbox"/> Cash <input type="checkbox"/> Debit Card <input type="checkbox"/> Cheque TOTAL	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard \$ _____	Credit Card Number _____ Card Holder Name _____	Expiry Date _____ Card Holder Signature _____
---	--	--	--

FOR OFFICE USE ONLY

Date Received _____ Payment received & processed _____
(Date & Initial)

Temp. Receipt & Batch no. (if applicable) _____

Batch & Receipt no. _____