



Transfer Credit Decline Form for AP, IB & GCE (A-Level) Students

STOP: Before you choose to decline transfer credit, please speak to an advisor in your faculty.

This form must be completed, signed, dated and submitted to the Office of the Registrar by:

- September 1 if admitted to fall term
- January 1 if admitted to winter term
- May 1 if admitted to spring/summer term

Personal Information

Legal First Name	Legal Middle Name	Legal Last Name	Student ID
Date of Birth (MM/DD/YY)	Phone	Cell	Work
	Home	Faculty	

Decline Transfer Credit

If you decide to decline transfer credit in any of your eligible courses, you must list the course name(s) and indicate that you decline transfer credit awarded by checking the box (see example below). The transfer credit will then be permanently removed from your record. Faculty of Education students must inform their faculty after credit has been declined.

Example:

Curricula Type (Check one)	Course Name	Score	☒ I decline this credit
☒ AP ☐ IB ☐ A-level	Biology		

Please indicate only the transfer credits you wish to decline.

Curricula Type (Check one)	Course Name	Score	I decline this credit
AP IB A-level			
	Course Name	Score	I decline this credit
	Course Name	Score	I decline this credit
	Course Name	Score	I decline this credit
	Course Name	Score	I decline this credit
	Course Name	Score	I decline this credit

Declaration and Student's Signature

By signing and submitting this form, you agree to the following:

I understand that declining transfer credit may impact the courseload requirements for my program and/or my scholarship. I understand that the decision to decline my transfer credit(s) is final and cannot be reversed. I understand that if I later receive a lower final grade in the equivalent university-level course, I cannot reinstate my transfer credit and/or original score. I understand that by declining my transfer credit(s), it can not be used to transfer to another faculty in the future.

Student's Signature	Date (MM/DD/YYYY)

Protection of Privacy – Personal information provided is collected in accordance with Section 4(c) of the *Alberta Protection of Privacy Act* (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the *Act*. It will be used and/or disclosed for the purpose of processing student requests by the University of Alberta. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca.