

This form is to be completed by individuals pursuing transfer of credit by assessment and recognition of prior formal learning from a recognized institute. Please note, there are other Recognition of Prior Learning (RPL) processes available at the College. For more information, go to [rrc.ca/rpl](http://rrc.ca/rpl).

**Students must be enrolled in or accepted to a Red River College Polytechnic program, prior to formally requesting transfer of credits.**

**Assessment fees are payable at the time this form is submitted. Fees are non-refundable and non-transferable.**

**All fees are subject to change.**

Transfer Credit Request from a RRC Polytech program:	No fee
Transfer Credit Request from a publicly funded Manitoba post-secondary institution:	No fee
Transfer Credit Request from Canadian post-secondary institution located outside Manitoba:	\$25 per course to a maximum of \$125 per application
Transfer Credit Request from an international post-secondary institution:	\$75 per course to a maximum of \$375 per application

**Prior to submitting this form and your educational documents, please check (✓) that you have followed these steps:**

- Compare and match course(s) from your previous education with RRC Polytech course(s).  
Students are expected to understand and apply the learning outcomes of the course(s) for which credit is awarded.
  - Review **Policy A14** - Recognition of Prior Learning (RPL) at [rrc.ca/legal](http://rrc.ca/legal)
  - Ensure your email address on HUB is up to date.** You will be notified by email of the results of your transfer credit requests. You can also check on HUB ([hub.rrc.ca](http://hub.rrc.ca)) to view updates to your student transcript.
  - Submit an **official transcript(s)** in a sealed envelope or request that it be sent directly from the post secondary-institution.
- OR**
- Official transcript was submitted as part of enrolment process for program currently attending.
    - Ensure all grades from other institutions are a minimum of 'C'.  
Note: Some programs require a higher standard of proficiency for credit transfer.
    - For transfer of grades between RRC Polytech programs:  
Ensure grades from RRC Polytech meet or exceed the grade required for a pass in the program into which it is being transferred.
  - Submit **detailed, official course outlines/course objectives** that are representative of the course(s) during the period of time the course(s) was completed. Course outline/course objectives should be submitted in English. If the original is not in English, you are required to submit a copy of both the original and the notarized translation.
  - Attend classes until your request(s) has been officially approved.**
  - Complete, sign and submit the Transfer Credit Request Form and supporting documents by email to [transfercredit@rrc.ca](mailto:transfercredit@rrc.ca) (full-time and Regional Campus programs) or [cettransfercredit@rrc.ca](mailto:cettransfercredit@rrc.ca) (Continuing Education programs) and pay the assessment fee, if required (fee payment options are provided at [rrc.ca/transfercredit](http://rrc.ca/transfercredit)).

**Please note:**

- Transfer credit awards can reduce course loads, which may impact full-time status. This has implications for international students' study permits and post-graduate work permit eligibility, as well as student aid and student sponsorship eligibility.
- When credit is awarded, you will be removed from the associated registered course. The course removal process will follow the College's Refund Policies and Procedures including Policy A22 - Academic Standards, Section 18 (Withdrawals from Courses and Programs). The date of course removal will reflect the date you originally applied for credit.

Office Use Only: Process payments under MI, code XPLAR (code XCRTR for CE), and stamp form 'paid'. Forward form and supporting documents to the Transfer Credit Officer, CE, or Regional Campuses.

**RRC Polytech - Student Service Centre**

**Notre Dame Campus**

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P: 204.632.2327 | F: 204.697.0584

**Exchange District Campus**

P104-160 Princess St., Winnipeg, MB R3B 1K9  
P: 204.632.2327 | F: 204.949.9105

## Student personal information (please print):

Last name:	First name:
RRC student number:	Name of program:

To be completed by student							Staff Use Only				
Course Previously Completed					RRC Polytech Course Equivalent		Program Chair/ Manager Decision		Transfer Credit Officer		Records Officer
Course number and name of course completed	Date course completed	Credits earned/ course hours	Name of institution where course was completed	Province or country if outside Canada	Course number and name for which credit is being requested	Credit hours/ Course hours	Credit awarded (Yes/No)	If credit is awarded	Based on precedent		Processed/ Record updated
								Precedent decision expiry date (MM/YY)	Awarded	Denied	
Example: ECON-1102 Intro to Economics: Micro	April 2016	3 CR/36 hours	University of Winnipeg	Manitoba	ECON-1022 Economics 1	3 CR					

## Declaration:

By signing this application, I certify that all of the information/documents provided to support this request is authentic, accurate and true. I authorize use of all documentation by faculty for the purposes of assessing credit. I authorize the Student Records Officer to remove me from any registered courses that I have been provided credit for.

Student signature:	Date (dd/mm/yy):
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## Office Use Only:

Step 1:	
CSR/Officer name:	Date received:
Step 2:	
Transfer Credit Officer name:	Date received:
Step 3:	
Program Chair/Manager name:	
Comments (use this space to provide an explanation for the credit decision):	
Signature:	Date (dd/mm/yy):