

Students enrolled in and accepted into a Red River College Polytechnic program can complete the first part of this RPL Assessment Application.

**RRC Polytech Policy A14 - Recognition of Prior Learning**

RPL processes follow RRC Polytech Policy A14 - Recognition of Prior Learning, A5 Course Outlines, A20 Requirements for Graduation, S1 Student Code of Rights and Responsibilities, and S3 Student Appeals. ([rrc.ca/legal](http://rrc.ca/legal))

**RPL Fees**

The RPL Fee Range guidelines are based on the services performed and not the amount of credit awarded. RPL fees are non-transferable and non-refundable. If additional proof of learning is required, extra RPL fees may be charged. ([rrc.ca/advising/rpl/forms-and-fees](http://rrc.ca/advising/rpl/forms-and-fees))

**Student - RPL Application Procedures**

Please check (✓) the following steps:

- Access RPL information/advising/policies to determine readiness to proceed with RPL assessment process. ([rrc.ca/rpl](http://rrc.ca/rpl))
- Register in RRC Polytech program.
- Complete SECTION A of this application, sign and date the form.
- Submit application form to RPL Advisor.
- Receive notification of Section Number and RPL fees and submit payment. (Payment options: [rrc.ca/fees](http://rrc.ca/fees))
- Show payment receipt to Academic Manager/Designate.
- Participate in RPL Assessment.
- Receive notification and view assessment results through your HUB account.

**Note: Students should continue to participate in the course identified below until notified of a successful RPL assessment result.**

Section A - To be completed by student	
Last name:	First name:
Student number:	Name of program:
Phone number:	Email:
<b>I am requesting RPL for the following course:</b>	
RRC Polytech Course Code	RRC Polytech Course Name

I certify that all of the information/documents provided to support this request are authentic, accurate and true. I agree that my application for credit may be denied if I have falsified any information in any way. I authorize the use of all documentation by the faculty assessors for the purposes of assessing credit. I authorize the Records Officer to withdraw me from the registered course(s) related to any awarded RPL.

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Student signature

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Date (dd/mm/yy)

**Academic Manager/Designate - RPL Assessment Procedures**

Please check (✓) the following steps:

- Receive RPL Assessment Application from RPL Advisor.
- Complete SECTION B of this application, sign and date form.
- Send completed form to the RPL Advisor. ([RPLadvisor@rrc.ca](mailto:RPLadvisor@rrc.ca))
- Receive verification of RPL payment from student after RPL Advisor has processed the form.
- Provide information/resources, if applicable, to the student.
- Administer assessment.
- Complete RPL Assessment Results form.
- Notify student of results.
- Send RPL Results form to RPL Advisor.

**Section B - To be completed by Academic Manager/Designate**
**RPL Assessment**

RRC Polytech Course Code	RRC Polytech Course Name	Type of Assessment	RPL Fee <sup>^</sup>

\*RPL Combination - List RPL assessments used.

\*\* RPL+ GAP - A portion of the credit is based on prior learning and the remainder of the course is earned by acquiring new learning.

Additional information:

<sup>^</sup>See the [RPL Fee Range Guidelines](#) and connect with [RPL Services](#) to confirm fees. ([rrc.ca/RPLservices](http://rrc.ca/RPLservices), [aq-rpl@rrc.ca](mailto:aq-rpl@rrc.ca))

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 Academic Manager/Designate signature

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 Date (dd/mm/yy)