

# 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) <input checked="" type="checkbox"/> AP <input type="checkbox"/> IB <input type="checkbox"/> A-level	Course Name Biology	Score	<input checked="" type="checkbox"/> I decline this credit
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Please indicate only the transfer credits you wish to decline.

Curricula Type (Check one) 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
	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)
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**Protection of Privacy** – Personal information provided is collected in accordance with Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of processing student requests by the University of Alberta. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at [ropriv@ualberta.ca](mailto:ropriv@ualberta.ca). Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.