

LETTER OF PERMISSION APPLICATION

With a Letter of Permission, degree-seeking students may take courses at other properly accredited institutions for transfer into a degree program. Such permission is subject to approval by the Registrar. In order to meet approval for a Letter of Permission, you must have:

- Earned at least 15 credits at Ambrose
- Have a cumulative GPA of 2.0 or higher

To obtain permission by the Registrar you must complete this form in its entirety and acquire all necessary signatures. Once submitted a fee of \$100.00 will be charged to your student account (please contact studentaccounts@ambrose.edu with any questions and for payment options).

Once you receive confirmation from the registrar that your application has been approved, you may move forward with registering for the class. It is your responsibility to make sure an official transcript is sent to Ambrose University once your grade is available.

If you have any questions, please email registrar@ambrose.edu

TO BE COMPLETED BY THE STUDENT

STUDENT INFORMATION			
Name:			
Student ID:			
Email:			
Program:			
CGPA:			
Credits Completed So Far:			
COURSE INFORMATION			
Name of Host Institution:			
Address of Host Institution:			
City:	Province:	Postal Code:	Country:
Course Title:			Course ID:
Course Description URL (or attached printed description):			
Start of Course:		End of Course:	
Program Requirement Course Will Fulfill:			

Reason for Request:	
I have read page 3 of this document and understand the policies surrounding a letter of permission: <input type="radio"/> Yes	
REQUIRED SIGNATURES	
Student:	Date:
Academic Advisor:	Date:

Please Note: It is the student's responsibility to have this form completed in its entirety. Once completed, please return the form to the Registrar's Office by either dropping it off at the counter or emailing it to registrar@ambrose.edu.

TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR

APPROVALS	
Total TC Given To Date:	Credit Load for Term Requested:
Credits Left Until Graduation:	Fulfills Degree Requirement:
Application Status: <input type="radio"/> Approved <input type="radio"/> Denied	Date:
Registrar's Signature:	Date:
FILING	
<input type="radio"/> Letter of Permission Sent to Student <input type="radio"/> Action & Information Entered in SIS	
Filed by:	Date:

Letter of Permission Policies

1. Each Letter of Permission application costs. \$100.00 If your record shows an amount outstanding to Ambrose University, no Letter of Permission can be issued until the amount owing has been cleared by the Finance Office.
2. A student must have earned a minimum of 15 credits at Ambrose before a Letter of Permission will be approved. Students who are currently under academic probation or suspension are ineligible.
3. A student must submit a Letter of Permission application **before** enrolling in a course for credit at another institution. Ambrose University reserves the right to deny credit for courses taken without the approval of a Letter of Permission.
4. A Letter of Permission will only be considered if:
 - a. The course is relevant to the degree program
 - b. The course is approved as an Ambrose University equivalent
 - c. The student is in good standing and is registered in a degree/diploma program
 - d. There is room in the student's degree/diploma program for the course
5. A Letter of permission may not be considered if:
 - a. The student is in their final semester of study
 - b. The application is for a core course
 - c. The application is for a practicum
 - d. Taking the course would mean that the student is enrolled in more courses outside of Ambrose than at Ambrose in a given semester.
6. Students are required to complete the course(s) specified in the semester(s) specified in the Letter of Permission. Enrolment in the course in an alternate semester, not the specified letter, will require a new Letter of Permission.
7. It is the student's responsibility to ask the issuing Institution to forward an Official Transcript directly to the Office of the Registrar at Ambrose University when the final grades are available. Official Transcripts should be received by Ambrose University not more than 30 days after the completion of the course.
8. All policies relating to transfer credit will apply to courses taken on a Letter of Permission. Transfer credit will only be awarded if:
 - a. A student earns a final grade of 'C' or higher at the undergraduate level
 - b. A student earns a final grade of 'B' or higher at the seminary level
9. Courses taken on a Letter of Permission will not count in the term or cumulative grade point average (GPA).

For more information, please refer to the Academic Calendar or email registrar@ambrose.edu