



LETTER OF PERMISSION APPLICATION

** PLEASE SEE REVERSE FOR A LIST OF IMPORTANT INFORMATION **

STUDENT INFORMATION

Last Name:	First Name:	Middle Name:	Student ID:
Address:		City:	Degree Program:
Province:	Postal Code:	Country:	Phone:

COURSE INFORMATION

Name of Host Institution:		Address of Host Institution:	
City:	Prov:	Postal Code:	Country:
Host Course #	Course Title		# of Credits:
Course description URL (or attached printed description):			
Start of the Course:		End of Course:	
Briefly outline reason for request:			
Program Requirement course will fulfill:			

PAYMENT

Payment: (\$20.00) Visa Mastercard Cash Cheque

Card # _____ Expiry date: _____

Signature of card holder: _____

Student Declaration:

I agree to the policies and procedures as listed on the reverse of this page.

Signature of Student: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

OFFICE USE

Amount Due:	Payment Received:	Fee Entered (initial):
Total transfer credits given to date:		Ambrose Credit load for the current term:
Credits left until graduation:		
Permission: <input type="checkbox"/> granted <input type="checkbox"/> denied <input type="checkbox"/> Finance check		
Fulfills degree requirements:		
Registrar Signature:		
Letter of Permission to Host Institution and to Student:		Date:
Entered in Actions:	By:	

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POLICIES

1. Each Letter of Permission application costs. \$20.00 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 are ineligible for LOP (Letter of Permission).
3. A student who wishes to enroll in a course for credit at another institution, while studying at Ambrose, must complete a Letter of Permission Application form **BEFORE** enrolling in that course. Students will then know in advance, if the course they are requesting will help meet their degree requirements. **Ambrose University reserves the right to deny credit for courses taken without the approval of a Letter of Permission.**
4. An LOP application will be considered provided the following conditions are satisfied:
 - The course is relevant to the degree program
 - The course is approved for an Ambrose University equivalent
 - The student is in good standing and is registered in a degree/diploma program
 - There is room in the student's degree/diploma program for the course
5. **An LOP will not normally be granted for a student's final semester of study.** Residency and graduation requirements must be observed if the student plans to graduate from Ambrose University.
6. **Core courses** are not normally approved for an LOP.
7. **Practicums** are not approved for an LOP.
8. Except by special permission, the number of courses taken as a visiting student in a regular semester shall not exceed the number of credits taken at Ambrose in the same semester.
9. Students are required to complete the course(s) specified in the semester(s) specified in the LOP. Students must provide official documentation from the institution specified in the LOP to the Ambrose University (Office of the Registrar) if they withdraw from or fail to enroll in the specified course(s). **Enrolment in the course in an alternate semester, not the specified letter, will require a new LOP.**
10. It is the student's responsibility to ask the issuing Institution to forward an official transcript **DIRECTLY** to the Registrar's Office at Ambrose University when the final grades are available (a student's grade report is NOT acceptable). **Official transcripts should be received by Ambrose University not more than 30 days after the completion of the course.** All policies relating to transfer credit will apply to courses taken on an LOP (see Academic Calendar for details). Courses taken on a LOP will not count in the term or cumulative grade point average (GPA).
11. Transfer credit will **ONLY** be awarded if:
 - At the **undergrad** level – a student earns a final grade of 'C' or higher
 - At the **seminary** level – a student earns a final grade of 'B' or higher

PROCEDURES

1. In order to facilitate the LOP application process, **it is recommended that you submit your application no later than August 1st for the Fall Semester courses and December 1st for the Winter Semester courses.** Please be advised that because of the heavy volume of applications submitted for Spring/Summer courses, it is to your advantage to apply as early as possible to avoid missing the host institution's registration deadline for these sessions. Students must also follow the Visiting Student application procedures as specified by the host institution.
2. Complete the Letter of Permission Application (including your signature) and return it the Office of the Registrar (150 Ambrose Circle SW Calgary, AB T3H 0L5; fax# - 403.571.2556 or email - registrar@ambrose.edu). **The course description from the host institution must be included.** A valid reason for taking the course elsewhere must also be provided.
3. Once a decision regarding your application has been made, you will be informed via your Ambrose student email account. It is the student's responsibility to ensure Ambrose has your current mailing address because if the request is granted:
 - 1 copy of the LOP will be sent to the institution where you will be taking the course
 - 1 copy will be sent to you for your records
 - 1 copy will be kept for your student file
4. The LOP is valid only for the academic term specified in the letter. You must provide the Registrar's Office at Ambrose, official documentation from the institution specified in the LOP if you withdraw from or fail to enroll in the specified course(s).