## Request for Letter of Permission ** $50.00 fee is required at time of Submission**

### A

<table>
<thead>
<tr>
<th>ID.</th>
<th>SURNAME</th>
<th>FIRST NAME</th>
<th>ADDRESS (Street, City, Province)</th>
<th>PROGRAM</th>
<th>POSTAL CODE</th>
<th>SEM.</th>
<th>TELEPHONE</th>
<th>BIRTH DATE</th>
</tr>
</thead>
</table>

| | | | | | | | | Year | Month | Day |

### B

#### REQUESTED COURSES INFORMATION

<table>
<thead>
<tr>
<th>NAME OF HOST INSTITUTION / COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
</tbody>
</table>

### Have you registered at the above institution previously? Yes: ____ No: ____

<table>
<thead>
<tr>
<th>Host Course #</th>
<th>Host Course Title</th>
<th>Subject Area</th>
<th>U. of G. Course Number</th>
<th>Dept. Approval</th>
<th>Approval Specialization 1</th>
</tr>
</thead>
</table>

| | | | | | I approve the proposed program outlined above. Signature ______________________________ | Date __________________ |

A letter of permission does not guarantee admission to another university.

### Approvals

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Dept.</th>
<th>Ext.</th>
</tr>
</thead>
</table>

Program Counsellor / Director

| Date | Ext. | Signature | Date |

### Comments

Fee Received: __________________

Receipt #: __________________

DISTRIBUTION: WHITE & YELLOW - UNDERGRADUATE PROGRAM SERVICES PINK - COUNSELLOR OR DIRECTOR GREEN - STUDENT 102
OFFICE OF REGISTRARIAL SERVICES

LETTER OF PERMISSION CONDITIONS

*** NOTE: $50.00 fee is required at time of submission. ***

The following conditions will apply when a Letter of Permission is granted by the University of Guelph.

a) A student who wishes to enroll in a course for credit at another institution and have that course considered a credit toward a University of Guelph degree, must complete a Request for Letter of Permission and obtain the appropriate approvals as indicated on the request form PRIOR to applying for admission to the other institution.

b) Students are responsible for adhering to the host school’s application process.

c) A student taking a course on a Letter of Permission is responsible for ensuring that the other institution forwards the official transcript directly to Undergraduate Program Services, Office of Registrarial Services. Further, the transcript for the course taken must be received by the 20th class day of the semester following completion of the course, otherwise a grade of “F” will be entered on the student’s internal academic record. (If official documentation is subsequently received, the appropriate grade or course drop will replace the F’s.)

d) Withdrawal or non-registration in courses taken on a Letter of Permission must be verified by official documentation from the host institution.

e) Changes to the application term will be treated as a new application and a $50 application fee will apply i.e. student initially applies for the Summer term but does not attend and then wants to change it to the Fall term.

f) If a Letter of Permission is submitted by mail, course descriptions from the host institution must be enclosed.

g) Any changes in the courses taken on a Letter of Permission must have the appropriate approvals from this University.

h) All courses for which a Letter of Permission has been granted (and the grades attained) will be included in all internal academic records, but not in the official transcript of the University of Guelph. (A reference to credits taken on Letter of Permission will be noted on the official University of Guelph transcript.)

i) Courses taken on a Letter of Permission will count toward cumulative credit attempts.

j) Courses taken on a Letter of Permission will not count in the term or cumulative GPA (grade point average).

k) When a Letter of Permission is granted to a currently registered student, it will be provisional pending successful completion of the continuation of study requirements for that semester. If a student is not eligible to continue, the Letter of Permission may be cancelled, by the University of Guelph.

l) Students must normally be registered at the University of Guelph for the final semester of their Degree Program.

m) If a Letter of Permission is granted for the final course(s) of a student’s program, it is not likely that the student will be able to graduate at the next Convocation:

i.e. If a course is taken during Spring Semester, the probable Convocation is February. If a course is taken during Fall Semester, probable convocation is June.
Letter of Permission Credit Card Payment Form

The Letter of Permission processing fee is $50.00 per institution

Please fax this form to 519-766-0143, attention Judy L Kerr, Enrolment Services or submit in person to Enrolment Services, UC level 3.

NOTE: this form cannot be processed if received as an email attachment.

A. Student Information:

Surname: _________________________________________
First Name: _____________________________________
Student ID #: _____________________________
Name of Institution(s) Attending on LOP: __________________________________________
Term(s) Attending: ____________________________
Student Signature (REQUIRED): __________________________________________

B. Credit Card Payment Information:

You must provide the credit card holder’s signature on page 1 and the additional credit card information on page 2.

Note that payment will not be processed until the approved Letter of Permission form(s) is received from your program counselor.

Payment Signature (Visa or MasterCard card holder’s signature REQUIRED):
__________________________________________________________

For office use only: Total: $ ____________ Receipt # _____________
Date: ______________ Initials ______________

1
LOP Credit Card Payment Information

Student ID#: ____________________

Please indicate credit card: Visa ______ MasterCard _______

Credit Card # ____________________________________

Expiry Date (mm/yy) _____/_______

Credit Card Holder’s Name ______________________________________________

(The credit card holder’s signature is required on page 1)

The above payment information will be destroyed upon successful completion of the payment process.