

## Letter of Permission Request Form

**Note to Student:** Permission may be granted for you to enroll in the courses indicated below, subject to the approval of the host institution and subject to the following understanding:

- Upon completion of the course you must order an Official transcript to be sent to the Office of the Registrar for your credit to be finalized. In order for a transcript to be considered official it MUST come directly from the host institution to TWU. Your copy or a copy sent by you will NOT be considered official.
- Transfer Credit will only be granted upon completion of the course with a grade of B or higher for each course, unless otherwise specified. Exceptions may apply.
- If you substitute or change enrolment in any of the above courses, you must contact the Registrar in writing.
- Under special circumstances, you may be granted permission to attend another institution concurrently with attendance at ACTS. The combined course load must remain within ACTS course load limits.
- Grades earned at other institutions will not be calculated into the ACTS GPA.
- If official grades cannot be released to ACTS in time for the scheduled graduation date, your diploma will be withheld until it is resolved.

### SECTION A - STUDENT INFORMATION

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>TWU ID NUMBER</b>
<b>EMAIL:</b>		
<b>ACTS PROGRAM:</b>		<b>PROGRAM DIRECTOR:</b>

### SECTION B - REQUEST DETAILS

<b>Reason why you need to take the course(s) for transfer to ACTS:</b>						
<b>Host Institution Name</b>				<b>Host Institution Address (City, Country)</b>		
<b>Host Institution Requested Courses</b>				<b>ACTS Equivalent (OFFICE USE ONLY)</b>		
Course Code	Course Title	Credits	Start Date (MM/YYYY)	Course Code	Course Title	Credits

**Please Note:** A \$5.00 fee is required upon submission of the Letter of Permission for processing. Separate Letters of Permission requests are required for each host institution. A maximum of 5 courses can be applied for per Letter of Permission request.

<b>Student Signature</b> _____	<b>Date</b> _____
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#### ACTS OFFICE USE ONLY

<b>ACTS Designate Signature of Approval</b> _____	<b>Print Name</b> _____	<b>Approval Date</b> _____
Payment Received: _____		