



Course Exemption Request

p: 604.443.8702
e: transfercredit@vcc.ca
www.vcc.ca

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

Students must officially request course exemptions through the Registrars' Office. Students may email the completed form along with any supporting documentation to transfercredit@vcc.ca or submit their documents in person to the Registrar's Office at any VCC campus.

International students should contact the IE Office (ieservices@vcc.ca) in advance to see how any awarded transfer credit may affect their immigration status. Exemption requests will only be reviewed once official transcripts and other supporting documentation (such as course outlines) have been received.

1. Student Information

Student ID

.....
Last name (family name)

.....
First name

.....
Phone

.....
Email

.....
Birthdate (DD/MM/YYYY)

.....
Program

.....
Banner Term Date

Completed course subject/number (e.g. ACCT 1100)	Course subject/number to exempt (e.g. FGMT 1100)	Exempted credits	for office use only Approved Yes/No

.....
Student Signature

.....
Date signed

Comments (for office use only)

.....
Processed By

.....
Date Processed (DD/MM/YYYY)

Exemptions may be given based on equivalent courses already successfully completed at VCC. Students must apply for exempt status in course(s) prior to the start of a program. Final approval for granting exemptions rests with the Instructional Department. Exempt courses are eligible towards a program certificate or diploma. **Please note:** The awarding of exemptions may reduce the number of courses required in a level, which may affect eligibility for financial assistance.

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.