NAIT OFFICE OF THE REGISTRAR

Transfer Credit/Credential Recognition Payment

Instructions:

Fill out this form and submit with your $75.00 non-refundable fee payment in full to:

- the NAIT Cash Office via the Student Service Centre, CAT 180, Centre for Applied Technology, Main Campus
- Fax: 780-471-8426, or
- Email: AskNait@nait.ca

Fax or email requests will result in the $75.00 fee being posted to your account, which you can access and pay for via your student portal. It may take up to 3 business days for the fee to get posted to your account once the Cash Office receives your request.

Once payment has been made, submit the *Request for Transfer Credit or Credential Recognition* form and required documents to the program area only.

Date:_____

Last Name:	First Name:	Middle Name:
NAIT Student ID:	**Program:**	**Phone:**

List all courses for which credit is being requested from your *Request for Transfer Credit or Credential Recognition* form:

_____

PLEASE NOTE: All fees are non-refundable and must be paid prior to submitting a **Request for Transfer Credit or Credential Recognition** form to the Program Area. If the fee has not been paid, your request will not be processed and will be returned to you.
PLEASE NOTE: Any new requests for credit will need to be submitted on a separate Request form after paying a separate $75.00 evaluation fee.

CASH OFFICE USE ONLY:

Date Received: _____

Accounting Coding: 47040-01-000001