

Mothercraft College of Early Childhood Education

Advanced Standing Credit Policy

A student may be granted exemption from enrolling in a required course because of previous academic experiences. Students may request exemption from courses by application, in writing, to the Education and Training Manager.

Upon fee payment, advanced standing requests must be accompanied by course outlines and an official transcript. If the course outline is comparable and has an equal number of course hours, then an equivalent credit will be granted. If required, a student may be granted conditional advanced standing based on the successful completion of a challenge exam/assignment. Students must have achieved a minimum grade of 60% (C) and the subject/course must have been taken within the **last 6 years** (of program start date) to qualify for advanced standing.

Students will be notified in writing by the Education and Training Manager of exemptions granted. In order to be considered, all advanced standing applications for academic courses for students must be submitted in writing, by the assigned deadline date. Submissions made after this date will not be considered. If a full-time student receives advanced standing credit for a required course, a tuition reduction, based on the current academic fees, will be applied.

For each course in which a student receives advanced standing credit, an asterisk (*) will appear on the official transcript.

NOTE: Full-time students on OSAP who are considering to apply for advanced standing are encouraged to speak with the Manager of Admissions and Registration first to ensure there is no impact to their funding eligibility.

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Request for Advanced Standing Form

Advanced Standing Checklist:

- **\$50.00 per** advanced standing request.
- Completed form and required supporting documentation are to be emailed to: college@mothercraft.org by the assigned due date
- Include correct payment, by cheque or money order (payable to Mothercraft), or in-person by Debit, Visa, or MasterCard
- Copies of official transcripts, course outlines and/or other relevant documentation must be enclosed.

Name of student (please print)

Student ID Number

Street Number

Street Name

Apt #

City

Postal Code

PLEASE LIST EACH COURSE REQUESTED		FOR OFFICE USE ONLY:				
Mothercraft Course Title	Previous Academic Credit (Institution Name, Subject/Course Title)	Granted	Conditional	Denied	Date	Approved by:

I have included the **non-refundable fee of \$50.00 per advanced standing course requested**. Payment can be made by cheque/money order or in-person through Visa, MasterCard or Debit.

I have identified specific courses above and have attached official transcripts (original or certified true copies) and course outlines from my previous school(s). I have read Mothercraft College of Early Childhood Education's policy on Advanced Standing Credit as outlined on page one of this form.

Student's Signature

Date

FOR OFFICE USE ONLY:

Method of Payment: ☐ Debit ☐ MasterCard ☐ Visa ☐ Cheque Ack # _____ Staff Initials _____ Date: _____