

Split Enrolment

Students may be considered to have fulfilled requirements for full-time status (minimum 60 percent course load or 40 percent for students with permanent disabilities who have been approved by StudentAid BC to study at the reduced course load) when registered for the major part of their program of study at one school, but are also enrolled in a course or courses at another school, providing that the course(s) is/are an essential element of the program of study and counts for credit towards the student's certificate, diploma or degree at the "home" school (i.e. the school from which the student will receive his/her credential). This is referred to as a "split enrolment". It is the decision of the individual school to participate in the "split enrolment" process.

Declaration (to be completed by the student)

I, _____ am currently enrolled at _____ in the
Name of Student Name of 'home' institution
 _____ program. My social insurance number is _____ .
Name of Program Social insurance number (SIN)

I am currently registered in the following courses at Alexander College:

Course Code	Term Start Date	Term End Date	% Full-time	# credits	Course Fee (\$)

I am currently registered in the following courses at another institution, _____ Name of second institution

Course Code	Term Start Date	Term End Date	% Full-time	# credits	Course Fee (\$)

- ✓ I declare that the above courses are applicable to the program that I am currently enrolled in at my home institution
- ✓ I agree to provide both institutions with final transcripts following completion of the course(s)
- ✓ I will notify both institutions of any change in my enrolment status (i.e. course withdrawals)
- ✓ I understand that it is my responsibility to ensure that my tuition and fees are paid at both institutions

Student Signature: _____ Date: _____

<p>Confirmation of Enrolment at Alexander College</p> <p><i>I confirm that the student is enrolled as indicated above</i></p> <p>Name of administrator: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Confirmation of Enrolment at Second Institution</p> <p><i>I confirm that the student is enrolled as indicated above</i></p> <p>Name of administrator: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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Alexander College

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