

Dual Credit Course Change Form

Submit completed form to dualcredit@northernlakescollege.ca

Student Name:	Student ID:
School Division:	Date:

Course Change Details

***For Drop/Withdrawal** – Last day of attendance or did not start

***For Add** – Anticipated Term start date

Refund to be issued per Student Fee Payments and Refunds Procedure

This student will be withdrawing from their current Program *(if dropping course(s) please do so below)*

Add/Drop	Term	Course	Date (Last day of attendance) *See above		Books/Supplies Received	
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No
			OR	Did not start	Yes	No

School Representative: _____ (Signature)	Date: _____
Program Chair* or Administrator*: _____ (Signature)	Date: _____
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Questions regarding this form are to be directed to the identified Form Administrator.

Related Northern Lakes College Documents:	Academic -- Academic Standards – GRADES Regulation Academic – Student Transfers Procedure NLC-RO226 Dual Credit Application Form NLC-RO227 Dual Credit Invoicing Form
Form Owner:	Registrar
Form Administrator:	Administrative Assistant, Registrar
Approved By:	President’s Advisory Team
Revision History:	November 6, 2017: Revised September 13, 2022: Update to template, content, and superseding statement October 20, 2022: Update to content November 24, 2022: Update to content May 19, 2023: Update to content August 18, 2023: Update to content and superseding statement February 12, 2025: Update to content

The personal information that you provide to Northern Lakes College is collected under the authority of the *Post-Secondary Learning Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) (“FOIPPA”). The information will be used and disclosed for purposes including programming changes and recording dates a student is able to attend a particular class. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with FOIPPA and may be reviewed subject to the provisions of the Act. Questions regarding the collection, use, and disclosure of personal information can be directed to: Registrar, registrar@northernlakescollege.ca or FOIP Coordinator at (780)751-3259 or FOIPcoordinator@northernlakescollege.ca.