

### Dual Credit Course Change Form

Submit completed form to [dualcredit@northernlakescollege.ca](mailto:dualcredit@northernlakescollege.ca)

<b>Student Name:</b>	<b>Student ID:</b>
<b>School Division:</b>	<b>Date:</b>

#### 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: _____
Submit completed form to <a href="mailto:dualcredit@northernlakescollege.ca">dualcredit@northernlakescollege.ca</a>	

Questions regarding this form are to be directed to the identified Form Administrator.

<b>Related Northern Lakes College Documents:</b>	Academic -- Academic Standards – GRADES Regulation Academic – Student Transfers Procedure NLC-RO226 Dual Credit Application Form NLC-RO228 Dual Credit Invoicing Form
<b>Form Owner:</b>	Associate Registrar
<b>Form Administrator:</b>	Administrative Assistant, Registrar
<b>Approved By:</b>	President’s Advisory Team
<b>Revision History:</b>	February 12, 2025: NEW September 23, 2025: Revision of POPA statement

The personal information that you provide to Northern Lakes College is collected under the authority of the Post-Secondary Learning Act and section 4 of the Protection of Privacy Act (Alberta) (“POPA”). The information is collected, and 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, use, and disclosure in accordance with POPA. Questions regarding the collection, use, and disclosure of personal information can be directed to: Privacy Officer at [privacy@northernlakescollege.ca](mailto:privacy@northernlakescollege.ca).