



REQUEST FOR ADVANCED STANDING

Advanced Standing Checklist:

- Request Form can be submitted to the Receptionist or Registrar at time of interview or to the Academic Manager or College Director by the due date provided during orientation.
- Deliver or mail your completed request to: Office of Registrar, Mothercraft College, 646 St. Clair Avenue W., Toronto, ON M6C 1A9
- Include correct payment, by cheque or money order (payable to **Mothercraft**), or in-person by Debit, Visa, or MasterCard.
- Copies of your official transcripts, course outlines and/or other relevant documentation must be enclosed.

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION:

First Name	Middle Name or Initial(s) (optional)	Last Name		
Address	City	Province	Country	Postal Code
() _____	() _____			
Home Telephone Number	Work Telephone Number			
Program: <input type="checkbox"/> ECE Diploma – Full-time		<input type="checkbox"/> ECE Diploma – Cont. Ed		

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

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

I have identified specific courses or placement blocks (e.g. age group) above and have attached official transcripts (original or certified true copies) and course outlines from my previous school(s) and/or letter from my previous employer. I have read Mothercraft's policy on Advance Standing Credit as outlined on page two of this form.

_____ Student's Signature

_____ Date

FOR OFFICE USE ONLY: credit debit check/money order

Date Received: _____ Amount Paid: _____ Ack # _____ Staff Initial _____



ADVANCED STANDING CREDIT POLICY

A student may be granted exemption from enrolling in a required course because of previous academic or work/life experiences. Students may request exemption from courses by application, in writing, to the Academic Manager or College Director.

Such 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.

If applying for advanced standing based on previous work/life experiences, contact the Academic Manager or College Director for further details and requirements.

A student may be granted a **maximum** of one week credit toward the Placement requirement for each age group if the candidate has been employed for a full year or longer with the same age group in a licensed child care centre and if appropriate documentation is submitted (e.g., a letter from centre supervisor indicating age group worked with, number of years worked and responsibilities). Students from another recognized community college Early Childhood Education program, who have had Placement supervised by that college, may also apply for advanced standing credit with proof of completion.

Students will be notified in writing by the Academic Manager or College Director of exemptions granted. In order to be considered, all advanced standing applications for academic courses and Placements for students must be submitted in writing, by October 3rd. Submissions made after this date will not be considered. If a full-time student receives advanced standing credit for a required course or placement week, a tuition reduction, based on the current academic fees, will be applied. There is a fee for advanced standing credit requests.

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 can have, on average, two (2) course exemptions in any one term before dropping to part-time status and potentially affecting their eligibility. Check with the Manager of Admissions and Registration, Karen Li, for additional information.