



Office of the Registrar, Athabasca University
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Toll Free in Canada/US: 1.800.788.9041
Other: 780.675.6111
enrol@athabascau.ca

Undergraduate Challenge for Credit Registration Form

STUDENT ID NUMBER (if applicable)

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FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

Not all courses are available for challenge. Before you complete this form, please consult the course syllabus and undergraduate Calendar to review the Challenge for Credit process and specific course requirements. **Prior to submitting this form, permission to challenge a course for credit must be obtained** from the faculty member, or designate, who is responsible for the specific AU course. Faculty contact information may be found online (<https://www.athabascau.ca/contact/coordinators.html>) Visit the AU Undergraduate Calendar for more information: <https://www.athabascau.ca/calendar/undergraduate/admission-registration-evaluation/challenge-for-credit.html>

General Information (please print)

Name: LAST FIRST MIDDLE

Former Name: LAST FIRST MIDDLE

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

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PRIMARY PHONE SECONDARY PHONE

EMAIL

Course Fee Information

Course name and number (e.g., ORGB 364)	Number of credits	Preferred start date		Course fees
		Month	Year	

Comments:

Total fees

The following rules apply to the challenge for credit process. Indicate your understanding and agreement of the process by checking off the following boxes:

- ☐ I have consulted and received approval to challenge a course from the appropriate faculty member (required).
- ☐ I understand that the three-month contract cannot be extended.
- ☐ I understand that there is no provision for withdrawal from a course taken via the challenge for credit process once the registration is processed.
- ☐ I understand that there is no tutor or faculty member support.
- ☐ Students registering for challenge for credit will have access to AU print learning resource materials, limited to bound textbooks and print readings at full cost (defined as AU's full purchase cost, plus shipping, plus a 20 per cent handling fee). Any fees assessed for learning resource materials are **non-refundable**. If I would like to order the learning resources available to me, I must contact Materials Management (cmat@athabascau.ca).
- ☐ **It is recommended students ensure the availability (and purchase) of learning resource materials after approval is obtained to challenge a course and prior to submitting this Challenge for Credit Course Registration.**
- ☐ If there is a challenge exam, I must follow the rules set out by the Undergraduate Exam Request and Completion Policy and its procedures.
- ☐ I understand that supplemental exams are not allowed in the Challenge for Credit process.

Signature: _____ Date: _____

Payment

If paying by e-transfer or credit card, first submit this completed form to enrol@athabascau.ca, then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

☐ **e-transfer***: include the following information here:

LIST FEES TO PAY	
FEES SUBMITTED	

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

* If paying by e-transfer, **transfer to: finar@athabascau.ca** Please include the following in the message box of your bank transfer (if applicable): **student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.**

- ☐ **Credit card (Visa or MasterCard)**: You are strongly encouraged to complete and submit forms and pay fees online through myAU. If you are unable to use the portal and must submit this PDF by email, call 1-800-788-9041 to be transferred to Enrolment Services to give your credit card number over the phone. Do not send confidential information via email. Email messages are not secure.
- ☐ **Other**: You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

If you require assistance or have further questions about payment, please call 1-800-788-9041

Refer to a current *Calendar* for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

The personal information collected on this form will be used to process your request and for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.