



Application for Recognition of Prior Learning (RPL) / Course Credit

Students Details - Please print clearly in BLOCK Letters.

Surname/Family Name: _____

GivenNames: _____

Date of Birth: _____ MobilePhone: _____

Email Address: _____

Course: _____

Course Term: _____

Course units you would like Recognition of Prior Learning (RPL) / Course Credit for:	Office use:

CHECKLIST:

- Original/certified academic transcript/statement
- Original/certified certificate/parchment
- Description of courses studied with other institution/s (learning outcomes, hours, academic level, content)
- Evidence of work experience (letter from employer, testimonial, hours worked, position held, description of duties)
- Other evidence of relevant skills, experience, knowledge gained through informal education, life experience and work

PLEASE NOTE:

It is preferable that all applications for recognition of Prior Learning (RPL) / Course Credit should be made prior to commencing studies. If you have already commenced studying you **MUST** continue to attend all classes (theory and/or practical) while awaiting a decision. All qualifications must be in English or you must supply an English translation. Originals must be sighted or a certified copy supplied.

DECLARATION:

I have read and understood the terms and conditions of the relevant Le Cordon Bleu Ottawa policies and will be bound by the decision made thereto.

Student Signature: _____ Date: _____

OFFICE USE ONLY

-Approved Denied	-	Date Approved:	Approved by:	Student Notified of outcome: