



# PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) APPLICATION

**Enrolment Services**  
**Moose Jaw Campus**  
 Fax 306-691-8578  
[RegInbox.MooseJaw@saskpolytech.ca](mailto:RegInbox.MooseJaw@saskpolytech.ca)

**Enrolment Services**  
**Prince Albert Campus, Tech Building**  
 Fax 306-765-1838  
[RegInbox.PrinceAlbert@saskpolytech.ca](mailto:RegInbox.PrinceAlbert@saskpolytech.ca)

**Enrolment Services**  
**Regina Campus**  
 Fax: 306-775-7760  
[RegInbox.Regina@saskpolytech.ca](mailto:RegInbox.Regina@saskpolytech.ca)

**Enrolment Services**  
**Saskatoon Campus, Idylwyld Dr.**  
 Fax: 306-659-4067  
[RegInbox.Saskatoon@saskpolytech.ca](mailto:RegInbox.Saskatoon@saskpolytech.ca)

**Process for applicants/students:**

1. Complete this application form in consultation with Program Head, including necessary signatures (consultation can be by phone, email or in person).
2. Submit the completed form to Enrolment Services. Once form has been processed, PLAR charges will appear on your account (viewable on mysaskpolytech). Please make payment of fees via your mysaskpolytech account.
3. Follow up on your PLAR application status, if needed, with your Program Head.

**Applicant/Student Information**

Applicant/student must complete this section. Clear and legible handwriting or a typewritten format is acceptable.

Last Name		First Name	Middle Name
Former Name (if applicable)		Date of Birth (dd/mmm/year)	Sask Polytechnic ID No.
Mailing Address		Phone (current)	Phone (permanent)
City/Town	Province	Postal Code	Email address
Program registered/enrolled		Program Head Name	

**PLAR Information**

To be checked by the Program Head.

- Domestic student (Canadian or Permanent Resident) PLAR: 75% domestic course tuition
- International Student PLAR (prior to course undertaken): 75% international course tuition
- International Student *Remedial* PLAR (after course completed or undertaken): 75% domestic course tuition

**PLAR Courses**

A. Student and Program Head to complete these columns		B. Program Head/A&S Department Head to complete these columns ONLY IF APPROVED for PLAR				
Course code - Course title	PH initials <sup>1</sup>	Approval signature <sup>2</sup> (put a bracket and sign once)	Faculty member assessing for PLAR	PLAR fee <sup>3</sup>	Org code to receive fee	Completion deadline <sup>4</sup>

<sup>1</sup>If Arts and Sciences (A&S) course/s, Program Head (PH) must initial to confirm awareness of the student's intention to PLAR A&S course/s.  
<sup>2</sup>Approval and signature must be from the Program who owns the course. PH initial is required before A&S Department Head approval for A&S course/s PLAR.  
<sup>3</sup>If PLAR fee is to be less than 75% of tuition that would regularly be paid (including International student seeking remedial PLAR), Program Academic Chair or A&S Department Chair approval is required (PLAR fee waiver).  
<sup>4</sup>Assessment not completed by the deadline requires re-registration and payment. No refund will take place.

**PLAR Fee Waiver**

\_\_\_\_\_  
 Program Academic Chair Signature      Date      and/or      \_\_\_\_\_  
 \_\_\_\_\_  
 A&S Department Chair Signature      Date

**Submission**

I certify that the above information I have provided is accurate.

\_\_\_\_\_  
 Applicant/Student Signature      Date