RRC POLYTECH

Students enrolled in and accepted into a Red River College Polytechnic program can complete the first part of this RPL Assessment Application.

RRC Polytech Policy A14 - Recognition of Prior Learning

RPL processes follow RRC Polytech Policy A14 - Recognition of Prior Learning, A5 Course Outlines, A20 Requirements for Graduation, S1 Student Code of Rights and Responsibilities, and S3 Student Appeals. (**rrc.ca/legal**)

RPL Fees

The RPL Fee Range guidelines are based on the services performed and not the amount of credit awarded. RPL fees are non-transferable and non-refundable. If additional proof of learning is required, extra RPL fees may be charged. (**rrc.ca/advising/rpl/forms-and-fees**)

Student - RPL Application Procedures

Please check (√) the following steps:

- ☐ Access RPL information/advising/policies to determine readiness to proceed with RPL assessment process. (**rrc.ca/rpl**)
- ☐ Register in RRC Polytech program.
- ☐ Complete SECTION A of this application, sign and date the form.
- ☐ Submit application form to RPL Advisor.
- ☐ Receive notification of Section Number and RPL fees and submit payment. (Payment options: **rrc.ca/fees**)
- ☐ Show payment receipt to Academic Manager/Designate.
- ☐ Participate in RPL Assessment.
- ☐ Receive notification and view assessment results through your HUB account.

Note: Students should continue to participate in the course identified below until notified of a successful RPL assessment result.

Section A – To be completed by student	
Last name:	First name:
Student number:	Name of program:
Phone number:	Email:

I am requesting RPL for the following course:

RRC Polytech Course Code	RRC Polytech Course Name

I certify that all of the information/documents provided to support this request are authentic, accurate and true. I agree that my application for credit may be denied if I have falsified any information in any way. I authorize the use of all documentation by the faculty assessors for the purposes of assessing credit. I authorize the Records Officer to withdraw me from the registered course(s) related to any awarded RPL.

Student signature	Date (dd/mm/yy)

Academic Manager/Designate - RPL Assessment Procedures

Please check (√) the following steps:

- ☐ Receive RPL Assessment Application from RPL Advisor.
- ☐ Complete SECTION B of this application, sign and date form.
- ☐ Send completed form to the RPL Advisor. (**RPLadvisor@rrc.ca**)
- ☐ Receive verification of RPL payment from student after RPL Advisor has processed the form.
- ☐ Provide information/resources, if applicable, to the student.
- ☐ Administer assessment.
- ☐ Complete RPL Assessment Results form.
- ☐ Notify student of results.
- ☐ Send RPL Results form to RPL Advisor.

Section B – To be completed by Academic Manager/Designate

RPL Assessment

RRC Polytech Course Code	RRC Polytech Course Name	Type of Assessment	RPL Fee^

*RPL Combination – List RPL assessments used.
** RPL+ GAP – A portion of the credit is based on prior learning and the remainder of the course is earned by acquiring new learning.

Additional information:

^See the **RPL Fee Range Guidelines** and connect with **RPL Services** to confirm fees. (**rrc.ca/RPLservices, aq-rpl@rrc.ca**)

_____   _____
Academic Manager/Designate signature   Date (dd/mm/yy)