



ALTERNATE CREDENTIAL REQUEST FORM

If you've completed a portion of your NAIT credential and choose not to continue your studies, you **may** be eligible to receive an alternate credential you meet the requirements for. *For example, if you're in a degree program and completed the requirements for the diploma equivalent, you **may** receive the diploma at the time of withdrawal.*

*This option applies to only **select** NAIT programs, including Bachelor of Business Administration and Network Engineering Technology.*

Important notice: If you are granted an alternate credential and want to return to the program later, you'll need to reapply to the program again.

Please wait to submit this form after final grades are posted. Once submitted, your completed courses and credits will be reviewed for the alternate credential requirements:

- **If you meet the requirements**, you will be withdrawn from your original credential program, and the Registrar's Office will issue and mail you a parchment for the alternate credential earned.
 - *Physical parchments are mailed approximately 6-8 weeks **after** each term ends. Make sure your [mailing address](#) is up-to-date. Parchments won't be sent if your account is on financial hold.*
- **If you do not meet requirements** for the alternate NAIT credential, you'll remain in your current program. If you wish to withdraw, please complete a [Program Withdrawal form \(pdf\)](#).

STUDENT INFORMATION

First Name:	Last Name:	Student Number:
Please ensure your contact information in your MyNAIT profile is up-to-date if we need to contact you further.		
Current Program Name:	Alternate Credential Program:	
	This program title of the alternate credential you are seeking.	
Course enrolment:		
Please select your course enrolment plans:		
<input type="checkbox"/> I want to withdraw from any current/future classes and exit the program immediately.		
<input type="checkbox"/> I want to complete the current/future classes I am enrolled in.		
<input type="checkbox"/> Other:		
Based on your course enrolment plans indicated above, the Office of the Registrar will process your request according to the following:		
Enrolment plans	Process	
Exit original program immediately	NAIT will process your alternate credential request (as noted above) upon receiving this form. If you're currently enrolled in classes, be aware that refunds won't be issued after the 12% course completion mark.	
Complete current or future classes	NAIT will process your alternate credential request at the end of the term. If you have future enrolments, you may be activated as an Open Studies student , which may result in an increase in tuition and fees.	



STUDENT SIGNATURE

☐ I understand that if this request for an alternate credential is successful, I will be withdrawn from my original program and would need to reapply if I wish to continue in that program.

Student Signature: _____ **Date:** _____

CREDENTIAL DECISION

Once the Registrar's office has reviewed your request and completed credentials, you will be informed of the decision via email.

HOW TO SUBMIT:

Please submit this signed and completed form to the online [Contact Form](#) – select topic: *Submitting a Form* then select this form from the subcategory.

TO BE COMPLETED BY THE REGISTRAR:

- ☐ Alternate Credential Granted
- ☐ Alternate Credential Denied

Staff Name: _____

Staff Signature: _____ **Date Processed:** _____