

## Request to Forfeit Transfer Credits

### Section I: Information Concerning Forfeiting Transfer Credits

Students who have been granted transfer credit for AP, IB, GCE, CAPE, or French Baccalaureate subjects completed during their secondary school curriculum may choose to keep or to forfeit their credits. Transfer credits may be kept or forfeited individually, but once a credit has been forfeited it cannot be reinstated at a later date. Students wishing to forfeit transfer credits must request to do so prior to the end of the academic year in which they were admitted. Note that the option to forfeit is not available to students who have completed post-secondary courses (including CEGEP).

Students who wish to decline or forfeit the transfer credits awarded to them must submit this completed form to the Office of the Registrar and Student Services. Any student considering forfeiting one or more credits is strongly encouraged to first consult an Academic Advisor. Appointments can be made by emailing [registrar@daniels.utoronto.ca](mailto:registrar@daniels.utoronto.ca). Submission of this form does not guarantee forfeiture. A final confirmation will be sent if your request has been granted.

### Section II: Personal Information

UofT Student #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UofT Email: \_\_\_\_\_@[mail.utoronto.ca](mailto:mail.utoronto.ca)

*The relevant communications will be sent to your University-issued UTORONTO e-mail account only. Students are expected to monitor and retrieve their e-mail on a frequent and consistent basis. It is recommended that you do not forward your UTMail account to another e-mail account.*



### Section III: Course Information

List the course(s) for which you have been granted transfer credit, and would like to forfeit.

Course Code	Credit Value	Type of Transfer Credit
i.e. VIS1**Y	1.0 (FCE)	Advanced Placement (AP)

### Section VI: Checklist and Agreement

Please carefully review the check-list below. Check all that apply.

- i.  I have read and understand the information listed above.
- ii.  I have consulted the Registrar or Associate Registrar regarding dropping the course(s) listed above.
- iii.  I was admitted to the University of Toronto (Daniels Faculty) for the current academic year.
- iv.  I have not completed any post-secondary level studies prior to attending the University of Toronto (Daniels Faculty).
- v.  I understand that submission of this form does not guarantee forfeiture.

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Student Signature

Date

**FOR OFFICE USE ONLY**

- Request Received                      Decision G/R \_\_\_\_\_                      Date \_\_\_\_\_
- ROSI Updated                              Processed by \_\_\_\_\_                      Date \_\_\_\_\_

