

Amount Collected: \$

REQUEST FOR COURSE OUTLINE(S)

Students requesting course outlines are reminded that the course descriptions found in our College Calendar are usually the only documentation required by other institutions when they consider granting transfer credit.

Please do not ask for a detailed Course Outline unless the institution has told you specifically that the course description is not sufficient. **Please note that there is a \$5.00 fee for each course outline requested. Payment must be made in advance in either cash (exact amount), money order or certified cheque payable to Heritage College. Requests will be completed within 5 working days.**

Name of Student: _____ **I.D. #:** _____

Address: _____

Telephone #: _____

The above-named student requires course outlines for the following course(s):

| Semester | Course # | Course Title | Teacher |
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Date Required: _____