



# Application for Exemption Credit

Print clearly or type.

**NOTE:** If credit is granted, it will appear on your Academic History as Transfer Credit with a grade of "EX." Exemption credit is not used to calculate GPA but does satisfy graduation requirements.. Exemption credit is **not** typically transferrable to other institutions. You may **not** take an exemption test if you are enrolled in the course, if you have previously been enrolled in the course, or if you have previously attempted the exemption test

**APPLICATION PROCEDURE: (A separate application is required for each exemption test)**

1. Complete the top section of this application before registering for any course you plan to exempt (No later than the last day of drop/add).
2. Contact an instructor within the appropriate department to schedule the exemption test (Instructor will insert date, time, and location).
3. Take this application to the cashier's office and pay non-refundable exemption test fee (Cashier will attach payment confirmation).
4. Submit this application (With top three sections completed) to instructor on the date of the exemption test.

**1. Student Completes this Section:** Submit to Instructor designated to administer the exemption test.

Date: _____		NGTC Student ID #: _____	
Name: _____		_____	
Last	First	Middle or Maiden	
Mailing Address: _____			
City: _____		State: _____	Zip: _____
Phone: (____) _____		Email: _____	
Course # and Title: _____			Credit Hours: _____
<b>For Example:</b> <b>COMP 1000, Introduction to Computers</b>			<b>Credit Hours:</b> <b>3</b>

**2. Instructor Completes this Section (Before Test):** Enter exemption test schedule and return form to the STUDENT.

Exemption Test Schedule:	Date: _____	Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Exemption Test Location:	Building: _____	Room: _____		

**3. Cashier Completes this Section:** Staple payment receipt to this form and present to instructor at the time of the exemption test.  
**The non-refundable fee for an exemption test is 25% of the course tuition.**

Total Credit Hours for Course _____	X \$100.00 = _____	Course Tuition	X 25%	_____	<b>Exemption Test Fee</b>
Date Paid: _____	= Business Office Staff Member Receiving Payment: _____				

**4. Instructor Completes this Section (After Test):** Submit signed, completed form to the Registrar's office.

I certify that this student	<input type="checkbox"/> has	<input type="checkbox"/> has not	met the criteria for exemption of the listed course.	Test Score: _____
Instructor's Signature: _____				Date _____

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