

# COLUMBIA COLLEGE

## Portfolio Assessment Request Form

<p><b>NOTE:</b>  <b>Must; Shall; Will:</b>  <b>Should:</b>  <b>May or Could; Can:</b></p>	<p><b>Clarification of Terms</b>                  These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i>.                  This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.                  These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.</p>
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Columbia College, Registrar's Office  
 802 Manning Road N.E., Calgary, AB T2E7N8  
 Toll Free in Canada / US: 1-888-235-9370  
 Other: 1-403-235-9300, Fax: 1-403-272-3805

<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>
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**Student ID Number (if applicable)**

For Office Use

**Reference Number**

Review the Portfolio Assessment–Evaluation Procedures document at [www.columbia.ab.ca](http://www.columbia.ab.ca) for instructions on form use.

<b>About you</b>					
Student Name:	Last	First	Middle	Phone (Day):	
Former Name:	Last	First	Middle	Phone (Evening):	
Mailing Address:				City/Town:	
Province/State:		Postal/Zip Code:		E-mail:	
Name of Program currently registered in at Columbia College:					
<b>About your Request</b>					
1	Have you contacted the Registrar's Office and been given a copy of the course syllabus for each course being challenged? Yes _____ No _____ (If No, please send your request to <a href="mailto:registrar@columbia.ab.ca">registrar@columbia.ab.ca</a> before completing your portfolio)				
2	Course(s) being requested for evaluation by Portfolio Assessment			Office Use Only	
	Columbia College Course Code	Portfolio Assessment Fee (Non-Refundable)	All Doc./Fee Recvd. (Y/N)	Approved (Initial)	
		\$450.00			
		\$450.00			
		\$450.00			
		\$450.00			
The fees and student signatures must be provided with this request. Cheques are not accepted. Fees may be sent by Money Order, VISA or Mastercard; or cash or debit if paid in person.					
The personal information on this form has been collected for the sole purpose of processing your request. The information is collected in accordance with the Columbia College privacy policy, as well as Alberta Personal Privacy legislation. If you have any questions about the collection or use of this information please contact the Corporate Privacy Officer. This form must be signed before we can process your request.					
Student Signature:			Signature date:		
<b>For Registrar's Office Use Only</b>					
Received By:			Received Date:		
Program Coordinator Signature:			Program Coordinator Signature Date:		
Processed By:			Processed Date:		