

Summer Study Abroad Academic Conditions of Participation

Please read all of the details below prior to completing and submitting the learning agreement

1. To be eligible to participate in the Summer Study Abroad Program, students are required to be in “good academic standing” as defined in Humber’s Academic Regulations. Should this status change, an offer to participate in the program will be withdrawn.
2. Transfer credit will only be applied for courses outlined and approved in the learning agreement. It is the student’s responsibility to ensure that they have enrolled in courses that match this agreement. Any changes the student wishes to make to the learning agreement must be reviewed and approved by their Program Coordinator and International Coordinator prior to enrolling in the courses. Processing fees will not be refunded regardless of the changes made to the learning agreement.
3. A passing grade must be received on courses taken abroad for transfer credit to be applied at Humber College.
4. The student must complete all coursework and evaluation for the courses they are enrolled in during the study abroad period. This is regardless of whether or not they are eligible to receive academic transfer credit for the courses they will be taking. Humber College is authorized to withhold transfer credit for all courses taken if a student has not attended classes or accomplished the course work required of them for any of the courses.
5. Degree students may be required to complete a supplemental assignment for transfer credit to be applied. This will be communicated to the student prior to departure and will also be indicated on the learning agreement.

Transfer Credit Process

On receipt of an official hardcopy transcript from the overseas host institution, the Office of the Registrar will review and apply the pre-approved transfer credits to the student’s academic record. Please be advised that there is often a delay between completion of the summer program, receipt of the official transcript and application of the transfer credit.

Viewing Transfer Credit

Results can be viewed on the Academic Progress Report through the student’s “MyHumber” account. Once the student sees a green check mark (complete) beside the transfer credit request and a grade of TRC (diploma students)/LOP (degree students), they will know that their transfer credit has been applied. Students should continue to monitor their Academic Progress Report for the status of their transfer credit(s).

Fees

The charge for processing transfer credits is \$25.00 for one course, \$50.00 for two courses, and \$75.00 for three or more courses when submitted at the same time. Fees will be posted to the student’s account when the Registrar’s Office receives the learning agreement. There will be no refunds of these processing fees.

Fee payments must be made through online banking or “MyHumber”. Please refer to humber.ca/fees for payment options.

Office Use only	
Transfer Credit Elective Attributes	
Elective Type	Course Attribute/Code
Degree Breadth Elective	LASB 001
General Elective	GENX 001
Business Degree Elective – Lower	BCOM 001
Business Degree Elective – Upper	BDGE 001
Business Elective (Diploma)	BUSX 001
Architecture Elective	ARC 001
Civil Elective	CIVL 001
Media Elective	MEDE 001
Music Elective	MEL 001

SUMMER PROGRAM LEARNING AGREEMENT - OUTBOUND

A. Personal Information

Student Number _____ Academic Program _____ Campus (NO/LA) _____ Email _____

Last Name _____ First Name _____ D.O.B. (DD/MM/YYYY) _____ Phone number (xxx-xxx-xxxx) _____

Receiving Institution _____ Host Country _____ Period of Study _____

B. Course(s) Details

HUMBER COURSE INFORMATION			RECEIVING INSTITUTION INFORMATION		
List the course code and name of the Humber course(s)			Indicate the course code and course name of suggested course equivalent		
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
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C. Learning Agreement Approval

Core Credits Authorized by: (PRINT) _____ (SIGNATURE) _____

Elective Credits Authorized by: (PRINT) _____ (SIGNATURE) _____

Receiving Institution: (PRINT) _____ (SIGNATURE) _____

D. I have read and agree to the conditions of participation and agree to enroll in the courses outlined above in my learning agreement.

_____ Student Signature _____ Date

E. Office of the Registrar Use Only

\$25 One Course
 \$50 Two Courses
 \$75 Three or More Courses
 Supplemental Assignment required
 Original Learning Agreement has been revised (please see next page)
 Final Transcript Received

REVISED SUMMER PROGRAM LEARNING AGREEMENT - OUTBOUND

Course(s) Details					
HUMBER COURSE INFORMATION List the course code and name of the Humber course(s)			RECEIVING INSTITUTION INFORMATION Indicate the course code and course name of suggested course equivalent		
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
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Learning Agreement Approval

Core Credits Authorized by: (PRINT) _____ (SIGNATURE) _____

Elective Credits Authorized by: (PRINT) _____ (SIGNATURE) _____

Receiving Institution: (PRINT) _____ (SIGNATURE) _____

Comments:

I have read and agree to the conditions of participation and agree to enroll in the courses outlined above in my learning agreement.

Student Signature

Date

Office of the Registrar Use Only

- \$25 One Course
 \$50 Two Courses
 \$75 Three or More Courses
 Supplemental Assignment required
 Final Transcript Received