Exemption Credit Payment Form
-See Exemption Credit Procedures on Page 2-

_____

Name

_____

Student ID Number

_____

Quarter

_____

Date

_____

Program of Study

Course Exemption to be Attempted

_____   _____

Course Prefix/Number   Credit Hours

I certify that the student named above has signed up for the exemption test listed.

_____

Exam Administrator Signature

I certify that the student named above is **NOT** currently registered for the course shown above. I further certify that this student has not been previously enrolled in the course shown above.

_____

Advisor Signature

I certify that I have not previously attempted the Exemption Test for the course shown above. I understand that it is my responsibility to pay the $5.00 per credit hour fee for each Exemption Test I wish to attempt and that this **fee is non-refundable**. I also understand that I must present a receipt for payment to the Exam Administrator before I will be permitted to test.

_____

Student Signature

Date of Fee Payment: _____   **Receipt Number:** _____

Business Office retains the original document; student receives a receipt.

EOI

EXEMPTION CREDIT PROCEDURES

STEP 1:   Complete student portions (blocks 1 & 4) of the Exemption Credit Payment Form.

STEP 2:   Sign up for the test with the Exam Administrator. Exam Administrator completes block 2.

STEP 3:   Advisor must approve the attempted exam and sign the Exemption Credit Payment Form in block 3.

STEP 4:   Pay the exemption fee at the Administrative Services (Business) Office on the main campus or at the main office on the campus you attend. Student will receive a receipt as proof of payment to present to the Exam Administrator on the test date.

STEP 5:   **Student must bring their receipt to the test so the Exam Administrator can verify payment;** student may then take the Exemption Test. When the exam is graded, student will receive the test results from the Exam Administrator.

STEP 6:   If a student passes the Exemption Test and would like to add an additional course during the drop/add period, he/she should consult his/her advisor and add the class via BannerWEB. If a student fails the Exemption Test and would like to add this course during the drop/add period, he/she should add the class via BannerWEB. If additional fees are due, fee payment deadlines must be followed.

EXEMPTION TEST CHART

The **Exemption Test Chart** is available at all campuses and at www.laniertech.edu. From the home page select "Student Affairs", select "Student Affairs Forms", and then scroll down to "Registration & Records". The Chart lists detailed information including which courses are available for Exemption Testing, the Exam Administrator's office number, classroom number, phone number, and email address.

EOI