

### Exemption Credit Payment Form

-See Exemption Credit Procedures on Page 2-

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Semester

\_\_\_\_\_  
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 Exam 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 Exam for the course shown above. I understand that it is my responsibility to pay the fee for each Exemption Exam 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.

Equal Opportunity Institution

## **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 exam date.
- STEP 5: **Student must bring their receipt to the test so the Exam Administrator can verify payment;** student may then take the Exemption Exam. When the exam is graded, student will receive the results from the Exam Administrator.
- STEP 6: If a student passes the Exemption Exam 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 does not pass the Exemption Exam 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 EXAM CHART**

The **Exemption Exam Chart** is available at all campuses and at [www.laniertech.edu](http://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 Exams, the Exam Administrator's office number, classroom number, phone number, and email address.

Effective Fall Semester 2019, the Exemption Exam Fee is 25% of the tuition for the course.

**2 Semester Hour Course \$50.00**  
**3 Semester Hour Course \$75.00**  
**4 Semester Hour Course \$100.00**