



Institute of Housing Management
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Elective Exemption Request Form

Date: _____ Full Name: _____

Address: _____

City _____ Province: _____ Postal Code _____

Telephone: _____ Email: _____

*****Note: This form should be used to determine if future course(s) will qualify for exemption.**

You are requesting exemption for how many electives? One (1) Two (2)

At what college/university did you complete the course(s) to be considered for exemption?

Date Course(s) Completed: _____

Course Title(s): _____

Duration of course (must be a minimum of 30 hours): _____ Grade(s) (min 60% or 'C' Required) _____

COURSE OUTLINE CHECKLIST:

Requests for course exemptions must be accompanied by corresponding course outlines. Course outlines submitted must be those issued when the course was originally taken. Courses over seven (7) years old will not be accepted.

The required course outline(s) must include:

- Name of college-university
- The course name and number
- Length and/or credit value
- Topics covered
- Textbook, readings and web resources (if applicable)
- Evaluation methods (e.g. assignments, cases, presentations, exam, etc.)
- Grading information

Fee: \$35.00 + \$4.55 (HST) = \$39.55 (per request) (Fee is waived for paid up IHM members) HST #6567 RT0001

PAYMENT BY CHEQUE ONLY. Cheque must be payable to **Institute of Housing Management**

For office use only

Date received: _____ **Payment received:** _____ **Approved:** Yes No

Comments: _____