

# Course Extension Request



## GENERAL INFORMATION

- Complete and fax or mail this form to Student Services before the completion date of your course(s) delivered by TRU-OL.
- **Note:** Only one extension of up to eighteen (18) weeks duration per each continuous, self-paced course is possible. This is subject to eligibility criteria.
- Not all courses are eligible for extensions. This includes paced, group delivery, labs, onsite and other selected courses. Contact Student Services to confirm eligibility.
- Students who have written their examination may not rewrite it during the extension.
- Please apply to write your examination during your extension period if necessary. Submit a Supervised Exam Application form to TRU-OL Examinations to schedule your examination.
- Refer to the TRU-OL Website for information regarding course extensions.
- The information you provide on this form is collected under the Thompson Rivers University Act (BC) and will be used only to administer your request.
- Direct questions to Student Services by emailing [student@tru.ca](mailto:student@tru.ca) or phoning 1.800.663.9711 (toll-free in Canada) or 250.852.7000 (Kamloops and International).

### ENTER TRU-OL STUDENT NUMBER

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### PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)	
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FIRST NAME (legal)	FULL MIDDLE NAME(S) (legal)
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MAILING ADDRESS
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MAILING ADDRESS (include buzzer code if applicable)
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CITY / TOWN / VILLAGE
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PROVINCE / STATE	POSTAL CODE / ZIP CODE	COUNTRY
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HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER
Area Code	Area Code LOCAL

EMAIL ADDRESS (print clearly)
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### ELIGIBILITY

In order to be considered for a course extension, you must have submitted at least one assignment, project or exam prior to submitting a Course Extension Request.

### DECLARATION

- I have submitted at least one assignment, project or exam in a self-paced course delivered by TRU-OL and believe I am eligible for an extension.

STUDENT'S SIGNATURE	DATE
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### REQUEST

I request to extend my course completion date for the following course(s):

COURSE NUMBER	COURSE NAME
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COURSE NUMBER	COURSE NAME
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COURSE NUMBER	COURSE NAME
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Please go to [tru.ca/distance/services/tuition](http://tru.ca/distance/services/tuition) for information on fees.

- CHEQUE / MONEY ORDER  
(payable to Thompson Rivers University)
- SPONSORED (attach authorization)
- CREDIT CARD  
To pay by credit card, log-in to **myTRU** and click "Make a payment." Select the current term, enter the payment amount and your credit card information. When your payment is complete, fax or email this form to [student@tru.ca](mailto:student@tru.ca).

We will not be able to process your request until we receive payment.

TOTAL PAID \$ \_\_\_\_\_

### REASON FOR EXTENSION (Must choose one option)

- TIME MANAGEMENT
- PERSONAL REASONS
- Medical
  - Other

Comments:
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- TO WRITE FINAL EXAM
- DIFFICULTY WITH INDEPENDENT STUDY
- OTHER

Comments:
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