

Distance Delivery Extension Request

General Information:

Last Name		First & Middle Name	
Mailing Address			
City		Prov.	Postal Code
Home Telephone		Business Telephone	
E-mail		Student Number	

Extension Policy (Effective July 1, 2008)

- **Extension Fee: \$75.00 per eight (8) week extension (NON-REFUNDABLE)**
- Request Form must be received by our office at least **3 weeks prior** to the original course end date
- Only one (1) extension per course (self-directed) is allowed
- Term courses and Workshops are not eligible for an extension
- Students wishing to drop a course must (a) submit a request within ten (10) days of the original start date of the course.
- Students wishing to withdraw from a course must submit a request a minimum of 3 weeks prior to the original end date of the course and before writing the final exam; Students may not withdraw from a course after receiving an extension

Course(s) to be extended:

Course Name	Course Code	Term (eg D2018FA)	Current End Date

Reason for Extension (Please briefly describe the reason for an extension. Eg. Medical related, work related, etc:)

Were you sponsored for the course(s) listed? Yes No

If payment is being covered by a sponsor, please complete Sponsorship Authorization portion below:

Sponsorship Authorization:

Name of Agency/Company		Contact Name	
Address	City	Prov.	Postal Code
Business Telephone	Fax	E-mail	
Authorization (Please Sign)		Date	

Method of Payment: Cheque Mastercard VISA Invoice (Sponsor Only)

Credit Card #	Exp. Date	CVC Code	Total Fee \$
Cardholder Signature			

School of Continuing Education

C116 - 2055 Notre Dame Ave.
Winnipeg, MB R3H 0J9
Tel: 204.694.1789 Fax: 204.633.6489
Toll-free: 1.866.242.7073
Web Site: rrc.ca/coned
E-mail: cde@rrc.ca

Office Use:

1. Verify in ARSI that student has not previously purchased an extension for course(s) and that the extension has not already been assessed
2. In CREN, enter ST and term of the original course (eg. D2012FA); Drill into APRA, assess as EXTND
3. Fax this form to Continuing Education /633-6489. CSR will confirm student eligibility and complete process; Student will be contacted if not eligible for extension

Date Received	
Clerk	
New End Date	
Self-Directed	<input type="checkbox"/> Yes <input type="checkbox"/> No