



Course Extension Request

FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

Enrolment Services,
Office of the Registrar
Athabasca University,
1 University Drive
Athabasca, AB T9S 3A3
Toll Free in Canada/US: 1.800.788.9041
Other: 780.675.6111
www.athabascau.ca

If you are unable to complete your individualized study course during the course contract period, you may apply for and purchase up to three, two-month extensions. Refer to the AU Calendar, www.athabascau.ca/calendar/undergraduate/admission-registration-evaluation/individualized-study-courses.html for information on extension request deadlines.

In order to process this form, it is imperative that you include your student ID number below.

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STUDENT ID NUMBER

General Information (please print)

Student Name: _____

LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: (____) _____ (____) _____

PRIMARY SECONDARY

Email: _____

EMAIL

In order to process your request, you must include the correct fee for each two-month extension (www.athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/academic-related-fees.html).

Course/Fee Information

Course name and number	Course start date	Extension (indicate first, second, third)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payment

If paying by e-transfer or credit card, first submit this completed form to enrol@athabascau.ca (non-funded students) or sfa@athabascau.ca (funded students) then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

e-transfer*: include the following information here:

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

LIST FEES TO PAY	
FEES SUBMITTED	

* If paying by e-transfer, **transfer to: finar@athabascau.ca** Please include the following in the message box of your bank transfer (if applicable): **student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.**

Credit card (Visa or MasterCard): You are strongly encouraged to complete and submit forms and pay fees online through myAU. If you are unable to use myAU, submit this PDF via Student Support Services Portal at <https://scc.athabascau.ca/> and call 1-800-788-9041 to be transferred to Enrolment Services who will provide you with a secure payment link. Do not send confidential information via portal or email as these are not secure.

Other: You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

If you require assistance or have further questions about payment, please call 1-800-788-9041

Refer to a current *Calendar* for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

The personal information collected on this form will be used to process your request and for the purpose of processing payments. This personal information is being collected under the authority of Section 4(c) of Alberta's *Protection of Privacy Act*. If you have any questions about the collection and use of this information for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.