



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  
enrol@athabascau.ca  
www.athabascau.ca

# Course Extension Request

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. Each form and fee must be received by the Office of the Registrar a minimum of one month before the course contract end date. Refer to the AU Calendar, [calendar.athabascau.ca/undergrad/current/adm-reg-eval/reg-ind-study.php](http://calendar.athabascau.ca/undergrad/current/adm-reg-eval/reg-ind-study.php)

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

FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

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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: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Email: \_\_\_\_\_  
EMAIL

In order to process your request, you must include the correct fee for each two-month extension ([calendar.athabascau.ca/undergrad/current/fees-refunds/academic-related-fees.php](http://calendar.athabascau.ca/undergrad/current/fees-refunds/academic-related-fees.php)).

## Course/Fee Information

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

## Payment

You may use your credit card or e-transfer to pay Athabasca University fees. You can also pay by 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. Do not send confidential information via email. Email messages are not secure. Refer to a current *Calendar* for fee information, [calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php](http://calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ STUDENT ID NUMBER (if applicable)

\_\_\_\_\_ POSTAL/ZIP CODE

e-transfer\* \_\_\_\_\_ NAME ON E-TRANSFER ACCOUNT DATE OF TRANSFER

\* E-TRANSFER: If paying by e-transfer, 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. Transfer to: [finar@athabascau.ca](mailto:finar@athabascau.ca)

VISA\*  MasterCard\* \_\_\_\_\_ / \_\_\_\_\_ EXPIRY DATE

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 33(c) of Alberta's *Freedom of Information and 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.

Where incorrect fees are listed, Athabasca University will automatically charge your account with the correct amount.

DESCRIPTION (e.g., application fee, evaluation fee)	AMOUNT CHARGED
TOTAL	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_