



## Petition for Time Extension

In accordance with the policy for the duration of a course, if circumstances merit, an extension of up to **six months (Certificate/Digital Course Program)** or **three months (Diploma/Adv. Certificate Program)** will be granted upon request. The request must be made before the time expires for the course. A processing fee of \$25 per student must accompany the request for the extension. Additional extensions are not permitted.

**Please submit this form for each student requesting an extension.**

### STUDENT INFORMATION

Student's name: \_\_\_\_\_ Student's ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### COURSE INFORMATION

Course name: \_\_\_\_\_ Course ID#: \_\_\_\_\_

Church ID#: \_\_\_\_\_ Group leader: \_\_\_\_\_

Check the extension that you are requesting:

- Six-month extension (Certificate/Digital Course Program)  
 Three-month extension (Diploma/Adv. Certificate Program)

Expected end date for course: \_\_\_\_\_

Briefly explain the circumstances that warrant the extension of this course:

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### EXTENSION FEE AND PAYMENT INFORMATION

The extension fee is \$25 per student.

Credit Card  Money Order # \_\_\_\_\_  Check # \_\_\_\_\_

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp. Date ___/___/___ CVS _____	Billing Address: _____
Number: _____ - _____ - _____ - _____	City, State, Zip: _____
Print Name: _____	Authorized Signature: _____

#### For Office Use Only

Sent: _____	Invoice# _____	Dated: _____	AMT\$ _____
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