

# EXTENSION REQUEST FORM

Please note: any extension granted does not alter the AGU refund policy.

**First Extension** – Prior to the completion date, you may request in writing a 30 day extension of the deadline. There will be no charge for this extension.

**Second Extension** – If for stated reasons, a further extension of time to complete a course is necessary; a 30-day extension can be requested. However, a \$100.00 fee will be charged for granting this extension. Any further requests for an extension must be arranged with Rachel Ruiz, Student Support Specialist.

After receiving an extension you must begin working on the course within one week and show continual progress or the extension will be revoked and you will be withdrawn from the course.

**If you are using tuition assistance, the approval of an extension is contingent upon approval of your education officer or payment official. Documentation of their approval must be forwarded to Student Services. Failure to secure this approval may result in the student having to repay the tuition assistance amount to the funding organization.**

Requests for extensions should be e-mailed to ([rachelruiz@agu.edu](mailto:rachelruiz@agu.edu)) or faxed (626-332-8149) to the Student Support Specialist in Student Services.

**Re-enrollment Requirements** – A grade of incomplete automatically becomes an “F/ I” if the course is not completed within one (1) year of the original end date. The start date is noted on your course student enrollment agreement. You then have the option of requesting re-enrollment. Re-enrollment will be determined based on the following factors: length of inactivity, possible new instructor fees, or new textbook edition with subsequent revision of the course study guide. If you wish to re-enroll in a course, please contact the Student Support Specialist ([rachelruiz@agu.edu](mailto:rachelruiz@agu.edu)) in Student Services.

STUDENT NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

COURSE: \_\_\_\_\_

REGISTRATION DATE: \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

Please check the appropriate box below:

- FIRST EXTENSION
- SECOND EXTENSION
- RE-ENROLLMENT

REASONS FOR EXTENSION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXTENSION APPROVED  Extension Date \_\_\_\_\_ Fees \_\_\_\_\_

EXTENSION DENIED  REASONS \_\_\_\_\_

\_\_\_\_\_  
AGU Authorized Signature

Please send any required fees to the Registrar, AGU, 733 N. Dodsworth Ave. Covina, CA, 91724. If paying by credit card, please contact Debbie McDonald at 877-351-9060, Ext. 1001 or [debbiemcdonald@agu.edu](mailto:debbiemcdonald@agu.edu).