

EXTENSION REQUEST FORM

Requests for extensions/re-enrollments should be e-mailed to lauriemejia@agu.edu or faxed to (626-915-1709). Checks/money orders may be mailed to: American Graduate University, 548 Market St., PMB 98598, San Francisco, CA 94104.

Please Note: Any extension granted does not alter the AGU refund policy.

Course Name: _____ Course Number: _____

Student Name: _____ Student Number: _____

Address: _____

Email: _____

Students who do not complete their course including the final exam within the original five month term **must** request an extension. Please check the appropriate extension below.

All extensions must start the day after the initial term or previous extension ends. Student must submit work within 10 days of any extension start date.*

First Extension – 60 days – Complimentary Third Extension – 30 days - \$100 fee

Second Extension – 30 days - \$100 fee Fourth Extension – 30 days - \$100 fee

If the student has not completed the course by the end of the fourth extension (which is the equivalent of two five-month terms), the student must re-enroll at the full tuition rate. The student will be placed on Academic Probation. The student must clear up the incomplete course during the probation term to avoid dismissal from the University.

To re-enroll, please register for the course at our website as you would a new one:

http://www.agu.edu/secure/Distance.aspx?function=search&area_id=4

***Submission of Assignments:** Students must submit work to the Coursewebs Online Learning Management System within ten days of their extension or re-enrollment start date. If work is not submitted within the first ten days, the student may lose access to the Coursewebs system; lose their extension or re-enrollment approval; be placed on academic probation; and/or be required to start the course over and pay the full course tuition. These actions will be taken at the discretion of the University.

About Tuition Assistance and Extensions/Re-enrollments: Any extension/re-enrollment granted by American Graduate University *does not* alter the student's tuition assistance agreement with, or financial responsibility to, their funding organization. Students are responsible for obtaining approval from their funding organization for any changes to their original tuition assistance agreement completion dates. Failure to secure this approval from their funding organization may result in the student having to repay the tuition assistance amount back to the funding organization.

VA Students: Any extension granted by AGU will not extend your VA benefits.

Check/Money Order* VISA/Master Card/American Express/Discover

Card #: _____ Exp. Date: _____

Signature _____ Date: _____

-----**For AGU Use Only**-----

Approved

Extension #: _____

AGU Authorized Signature

Extension/Re-Enrollment Start Date: _____ End Date: _____