TRU-OL STUDENT FORM Course Extension Request



TRU-OL Student Services 805 TRU Way Kamloops BC V2C 0C8 Fax: 250-852-6405 **truopen.ca**

GENERAL INFORMATION

- Complete and fax or mail this form to Student Services before the completion date of your course(s) delivered by TRU-OL.
- Note: Only one extension of up to eighteen (18) weeks duration per each continuous, self-paced course is possible. This is subject to eligibility criteria.
- Not all courses are eligible for extensions. This includes paced, group delivery, labs, onsite and other selected courses. Contact Student Services to confirm eligibility.
- Students who have written their examination may not rewrite it during the extension.
- Please apply to write your examination during your extension period if necessary. Submit a Supervised Exam Application form to TRU-OL Examinations to schedule your examination.
- Refer to the TRU-OL Website for information regarding course extensions.
- The information you provide on this form is collected under the Thompson Rivers University Act (BC) and will be used only to administer your request.
- Direct questions to Student Services by emailing student@tru.ca or phoning 1.800.663.9711 (toll-free in Canada) or 250.852.7000 (Kamloops and International).

ENTER TRU-OL STUDENT NUMBER

1				

PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)	
FIRST NAME (legal) FULL MIDDL	E NAME(S) (legal)
MAILING ADDRESS	
MAILING ADDRESS (include buzzer cod	de if applicable)
CITY / TOWN / VILLAGE	
CITY / IOWN / VILLAGE	
PROVINCE / STATE POSTAL	CODE / ZIP CODE COUNTRY
PROVINCE/STATE POSTAL	
HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER
Area Code	Area Code LOCAL
EMAIL ADDRESS (print clearly)	

ELIGIBILITY

In order to be considered for a course extension, you must have submitted at least one assignment, project or exam prior to submitting a Course Extension Request.

DECLARATION

☐ I have submitted at least one assignment, project or exam in a self-paced course delivered by TRU-OL and believe I am eligible for an extension.

STUDENT'S SIGNATURE	DATE	
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REQUEST

I request to extend my course completion date for the following course(s):

COURSE NUMBER	COURSE NAME
COURSE NUMBER	COURSE NAME
COURSE NUMBER	COURSE NAME

Please go to **tru.ca/distance/services/tuition** for information on fees.

(payable to Thompson Rivers University)

□ SPONSORED (attach authorization)

CREDIT CARD

To pay by credit card, log-in to **myTRU** and click "Make a payment." Select the current term, enter the payment amount and your credit card information. When your payment is complete, fax or email this form to **student@tru.ca**.

We will not be able to process your request until we receive payment.

TOTAL PAID \$ _

REASON FOR EXTENSION (Must choose one option)

□ TIME MANAGEMENT

- □ PERSONAL REASONS
 - Medical
 - Other

Comments:

□ TO WRITE FINAL EXAM

DIFFICULTY WITH INDEPENDENT STUDY

□ OTHER

Comments: