TRU-OL STUDENT FORM

Course Extension Request

THOMPSON RIVERS UNIVERSITY
OPEN LEARNING

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

PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)

FIRST NAME (legal) | FULL MIDDLE NAME(S) (legal)

MAILING ADDRESS

MAILING ADDRESS (include buzzer code if applicable)

CITY / TOWN / VILLAGE

PROVINCE / STATE | POSTAL CODE / ZIP CODE | COUNTRY

HOME TELEPHONE NUMBER (Area Code) | BUSINESS TELEPHONE NUMBER (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

REQUEST

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

COURSE NUMBER	COURSE NAME

PAYMENT $105.38 PER COURSE TOTAL PAID $ _____

☐ CHEQUE / MONEY ORDER
(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.

REASON FOR EXTENSION (Must choose one option)

☐ TIME MANAGEMENT

☐ PERSONAL REASONS
- ☐ Medical
- ☐ Other

Comments:

☐ TO WRITE FINAL EXAM

☐ DIFFICULTY WITH INDEPENDENT STUDY

☐ OTHER

Comments:

FAX OR MAIL THIS FORM (SEE TOP OF FORM)