

# Request for Extension



Division of Continuing Education  
Spruce Hall  
Fort Collins, CO 80523-1040  
(970) 491-5288  
(800) 260-3146  
FAX (970) 491-7885

Due to family responsibilities, employment commitments, or unforeseen circumstances, some students are not able to meet course deadlines. For this reason, you may apply for one six-month extension to complete your course.

The extension request can be made by returning the bottom portion of this letter, along with a \$25.00 extension fee per course. Mail to the address listed above.

**\* IMPORTANT \***

Your payment must be received prior to your original completion date. If we do not receive your extension request, and you have not completed the course, you will be automatically disenrolled from the course. If you have not completed the course at the end of your extension, you will be automatically disenrolled.

Once you have been disenrolled from a course, you cannot be reinstated. A new registration for the course requires full payment of current tuition and fees.

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## Extension Request

I would like to have a six-month extension to complete my Distance Education course.

Name: \_\_\_\_\_ Course #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

- Enclosed check or money order (payable to Colorado State University)  
 American Express  Discover  MasterCard  Visa

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

Signature: \_\_\_\_\_ Date: \_\_\_\_\_