

If the student needs additional time in order to complete a course, this request should be submitted to the university before the course end date. The extension period starts from the original course end date, not from the date the form is received by CSU. A maximum of two 30-day extensions will be granted. Each 30-day extension is \$50.00. The student may be granted two 30-day extensions separately or one 60-day extension.

When the extension period ends, all course assignments not completed and submitted will be assigned a grade of zero. The student's grade will then be calculated on the weighted scores earned on all course assignments. The points or weight assigned to each assignment can be found in the course syllabus.

Please allow 2 - 3 days processing time for your request. You will receive a confirmation e-mail once your extension is processed. The e-mail will include your extended course end date. All fees are non-refundable and subject to change.

Your course extension will be processed once all required information has been received and your payment has been successfully processed.

STUDENT INFORMATION			
Legal Name:	Last:	First:	Middle:
E-Mail:			
Home Phone:	() -	Work Telephone:	() - Ext.
COURSE INFORMATION			
Course Number:			
Course Name:			
PAYMENT INFORMATION			
Select One:	<input type="checkbox"/> 30-day extension -- \$50.00 <input type="checkbox"/> 60-day extension -- \$100.00		
Method of Payment:	<input type="checkbox"/> VISA/MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHECK/MONEY ORDER ENCLOSED		
Card Number:		Expiration Date:	
Name on Card:			Billing Zip:
Student Signature:			Date:

Return the signed & completed form via email, fax, or mail.

EMAIL: ContinuingEd@ColumbiaSouthern.edu **FAX:** 251.923.5734

MAILING ADDRESS:

ATTN: Continuing Education Department
21982 University Lane
Orange Beach, AL 36561