American City University

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877.ACU.3757 | studentsupport@acuni.us | www.acuni.us

COURSE EXTENSION REQUEST

This form must be received at least one week by the end of the original course end date. The extension period starts immediately from the original course end date, not from the date the form is received. A maximum of 8 weeks extension will be granted.

The course grade will be calculated automatically upon extension period expires. Shall a student fails the course, s/he must take the course over again in its entirety and is required to pay full tuition of the course

Please allow 2-3 days processing time for your request. You will receive a confirmation e-mail once your extension is processed.

STUDENT INFORMATION

Last Name:		First Name:	
Student # :		Degree:	
Contact #:		Email Address :	

COURSE INFORMATION

Course Number:	
Course Name:	

PAYMENT INFORMATION

☐ 4 weeks Extension-$50 ☐ 8 weeks Extension-$100

☐ Visa ☐ Master ☐ AMEX

Credit Card No.: _____ - _____ - _____ - _____

Expiry Date: _____ / _____
Month Year

Cardholder Name: _____ Date:_____

Cardholder Signature: _____