

# EXTENSION/RE-ENROLLMENT REQUEST FORM

Requests for extensions/re-enrollments should be e-mailed to the Registrar [debbiemcdonald@agu.edu](mailto:debbiemcdonald@agu.edu) or faxed to (626-915-1709).

**Please Note: Any extension granted does not alter the AGU refund policy.**

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip  
E mail: \_\_\_\_\_

Students who do not complete their course within the original five month term **must** request an extension as follows. Please check the appropriate box.

- First Extension – 45 days (Complimentary):** This extension must start the day after your initial term ends.
- Second Extension – 30 days (\$100):** This extension must start the day after your first extension ends.
- Students may combine the full 75 extension days available at the end of their initial term upon request. **The cost will be \$100.** No extensions beyond the first and second are available. After the second extension, a re-enrollment extension is required.
- Re-enrollment Extension – Five months (\$325)**

**Delays in Requesting Extensions/Re-enrollment:** If a student delays requesting an extension, the number of days between the initial course completion date and the date of the extension request will be deducted from total days available for that extension.

**Submission of Assignments:** Students must submit work to the CourseWebs Online Learning Management System within ten days of their extension or re-enrollment. If work is not submitted within the first ten days, the student may lose access to the CourseWebs system; lose their extension or re-enrollment approval; be placed on academic probation; and/or be required to start the course over and pay the full course tuition. These actions will be taken at the discretion of the University.

**About Tuition Assistance and Extensions/Re-enrollments:** Any extension/re-enrollment granted by American Graduate University does not alter the student's tuition assistance agreement with, or financial responsibility to, their funding organization. Students are responsible for obtaining approval from their funding organization for any changes to their original tuition assistance agreement completion dates. Failure to secure this approval from their funding organization may result in the student having to repay the tuition assistance amount back to the funding organization.

**VA Students:** Any extension granted by AGU will not extend your VA benefits.

Check/Money Order\*       VISA/Master Card/American Express/Discover  
Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved      Extension/Re-Enrollment End Date: \_\_\_\_\_

\_\_\_\_\_  
AGU Authorized Signature

\*Checks/money orders may be mailed to: American Graduate University, 733 N. Dodsworth Ave. Covina, CA, 91724.