

## REQUEST FOR THESIS/PROJECT EXTENSION

**Instructions:** Students who will not be completing their thesis/project by the scheduled completion date must fill out this form and return it to the program office for approval. Failure to make arrangements will result in a grade of RW (required to withdraw). Payment must accompany the request and will be processed upon approval of the extension.

**Note:** Graduate students who do not complete their thesis, final project or research paper by the specified course end date will be required to extend their registration on a term-by-term basis, with a term defined as three months. Students will be assessed a fee in accordance with the University's approved ancillary fees. The Dean or authorized designate must approve thesis/project extensions prior to the start date of the requested extension.

<b>First Name</b>	<b>Last Name</b>
<b>Student Number</b>	<b>Date</b>
<b>Program Name</b>	

<p>I wish to request a thesis/project extension beginning _____ and ending on _____ . I have enclosed payment of the extension fee in the amount of \$1,622.00.</p>
<p>I will not be completing my degree and I wish to withdraw from the program.</p>
<p><b>Comments:</b></p>

**Payment Information and Instructions:** Payment can be made by cheque, money order, or credit card (MasterCard, Visa and American Express). If paying by credit card, please complete the information below:

**Note:** Payment must accompany request and will be processed upon approval of the extension.

<b>Credit Card Number:</b>	<b>Expiry Date:</b>	<b>*Card Verification Number (CVN):</b>
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<b>Cardholder's Name:</b>	<b>Cardholder's Signature:</b>
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\*CVN is the 3 digit number on the back of a MasterCard or Visa and the 4 digit number on AMEX.

**\*PLEASE FAX THE COMPLETED FORM TO YOUR PROGRAM AREA\***

<p style="text-align: center;"><b><u>Faculty of Social and Applied Sciences</u></b></p> <p>Office of Interdisciplinary Studies: 250-391-2587          School of Communication &amp; Culture: 250-391-2694          School of Environment &amp; Sustainability: 250-391-2587          School of Leadership Studies: 250-391-2532          School of Peace &amp; Conflict Management: 250-391-2619</p>	<p style="text-align: center;"><b><u>Faculty of Management</u></b></p> <p>School of Business: 250-391-2610          School of Tourism &amp; Hospitality Management: 250-391-2546</p>
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**Approval – (Dean/Designate):** \_\_\_\_\_

**Date:** \_\_\_\_\_