



Institute of Housing Management
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Course Extension Request Form

Only under exceptional circumstances will an extension to your deadline be considered. The request for the extension must be made in writing by using this form and sent to the attention of the Education Committee at least 6 weeks prior to the original deadline. **The review fee for an extension is \$50.00 plus HST and must accompany the request.** The Education Committee's decision will be based on their review of the reason for the extension, and the instructor's information on when you submitted your first chapter review/assignment and your consistency in submitting subsequent chapter reviews/ assignments.

Date: _____
 Full Name: _____
 Address: _____
 City/Province: _____ Postal Code: _____
 Telephone: (_____) _____ E-mail: _____

Is this your first course extension request: Yes No

If no, please explain why and when you received a previous extension:

Course Name: _____
 Instructor Name: _____

Time requested: Two Weeks 30 Days 60 Days 90 Days

Reason for extension**:

**Note: This request in full will be shared with the IHM Education Committee and/or the IHM Board of Directors as required

Fee: \$50.00 + \$6.50 (HST) = \$56.50 HST # 13021 6567 RT0001

Payment: Visa Master Card American Express Cheques enclosed for \$ _____
 (Cheque must be payable to Institute of Housing Management)

Card # _____ Expiry Date ____/____

Cardholder's Name (please print) _____

Signature _____

For office use only

Date received: _____ **Payment received:** _____

Approved: Yes _____ No _____