



**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: \_\_\_\_\_ Email: \_\_\_\_\_

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 #6567 RT0001**

**PAYMENT BY CHEQUE ONLY. Cheque must be payable to **Institute of Housing Management****

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**For office use only**

**Date received:** \_\_\_\_\_ **Payment received:** \_\_\_\_\_ **Approved:**     Yes     No

**Comments:** \_\_\_\_\_