



# Christian Life School of Theology Global

6171 Gateway Road  
Columbus, Georgia 31909

## Extension Request Form

### Process

Course extensions may be considered for students experiencing unforeseen emergencies during the period the course is being conducted. Emergencies out of the student's control may include but are not restricted to: medical problems, medical problems in the immediate family member, serious technical problems, death in the family, military orders, and others of similar nature. Students in a CLEN member school must submit the Extension Request through their school's Dean. DE students may submit a request directly to the CLST Global office. The Extension Fee is \$25.

### Deadlines

Students must submit their Extension Request Form before the final day of the course schedule. The student or school must send the form to [cindy.winkles@clenetwork.org](mailto:cindy.winkles@clenetwork.org). If an extension is granted it will be for a period of 14 days.

### To be completed by the Student:

School Attending: \_\_\_\_\_  DE Student

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Beginning Date: \_\_\_\_\_

Reason for requesting extension:

Signature: \_\_\_\_\_

### \$25.00 Extension Fee

Credit Card Type: \_\_\_\_\_ Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV# \_\_\_\_\_

Name on credit card \_\_\_\_\_ Billing address \_\_\_\_\_

Checks payable to CLST Global should be sent to the above address.

### To be completed by the CLST Global office:

Approved  Not Approved Date: \_\_\_\_\_

Comments: