

## ALTERNATIVE EDUCATION REQUEST FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Term Needed:      Summer (May 15<sup>th</sup> start) – Requests taken after April 1st  
                            Fall (Sept 15 start) – Requests taken after August 1st  
                            Winter (Jan 15<sup>th</sup> start) – Request taken after December 1st

<b>Online Courses Available:</b> Please check one.		AE fee: \$105
<input type="checkbox"/> Contemporary Approaches to Leadership	<input type="checkbox"/> Theology I	
<input type="checkbox"/> History of the Christian Era	<input type="checkbox"/> Theology II	
<input type="checkbox"/> Holy Spirit and the Church	<input type="checkbox"/> Reason and Christian Belief	
<input type="checkbox"/> Introduction to the New Testament	<input type="checkbox"/> Pentecostalism and the Church and Canada	
<input type="checkbox"/> Homiletics		

<b>Directed Study Course Request:</b>	AE fee: \$105

<b>Video Conferencing Request:</b>	AE fee: \$105
Course:	

**Reason for request:**

- Required Course Not Offered      Course Conflict      Required Course – Summer Term  
 Student off-campus                  Other \_\_\_\_\_

- I understand that a minimum of a \$300 non-refundable AE deposit is required upon Professor approval to facilitate the course requested. Once the deposit is received the student will be registered in Populi for the requested course and the deposit applied to the overall cost of the course.  
 I understand that full payment is required within 7 days of the Course Start Date. Monthly payment plans are not available for AE courses.  
 I understand that tuition for AE courses is: \$210 per credit hour or \$630 per 3 credit hour course.  
 I understand that any Extension request is subject to a fee of \$100 per month of extension.  
 I understand that, if needed, to Withdraw from this course I must fill out the Withdrawal form and submit it to the Assistant Registrar. See the Course Withdrawal Policy in the Student Handbook for further details.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please submit this form to the Assistant Registrar upon completion.***

<b>OFFICE USE ONLY: Course Type</b> – Please submit form to subsequent office upon completion of your portion			
<input type="checkbox"/> Available Course Material	<input type="checkbox"/> Course Material To Be Created	<input type="checkbox"/> Online Course	
<input type="checkbox"/> Video Conference	<input type="checkbox"/> Directed Study		
Course Code :	Course Name:		
Professor:		Credit Hours:	
<b>Course Approval:</b>			
Professor signature:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<b>Business Office:</b>			
<input type="checkbox"/> deposit	<input type="checkbox"/> Assist. Registrar notified	Initials:	Date:
<input type="checkbox"/> Invoiced			
<input type="checkbox"/> Tuition and Fees Paid	<input type="checkbox"/> Assist. Registrar notified	Initials:	Date:
<b>Assistant Registrar's Office:</b>			
<input type="checkbox"/> Course Instance Created	<input type="checkbox"/> Student Contract Created	Date:	
<input type="checkbox"/> Course Opened on Populi	<input type="checkbox"/> Payment reminder sent	<input type="checkbox"/> Final notice sent:	
<b>EXTENSION REQUESTED:</b>			
Professor signature:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Extension Fee Charged \$100/month: <input type="checkbox"/> yes <input type="checkbox"/> no		Business Manager initial:	