



Request for Course Extension for Forward-Deployed Military Personnel

This form should only be used when the student is requesting an *exception* to the 50 percent course work completion requirement and/or the payment of the required course extension fee. Fill in the fields below and save the form to your computer by choosing "File/Save As" for e-mailing, printing or faxing. Forward the completed form to the Office of Military Education at: militaryeducation@TESC.edu or fax to (609) 984-7143.

Student Information:

Student Name:

Student ID:

Address:

City:

State:

Zip:

Contact Phone#

E-mail address:

Course Information:

Course Title:

Course Code:

Course Mentor:

Term Enrolled:

Is this a request for a second extension? Yes No

Documentation: Indicate what documentation will be provided confirming your deployed status.

Command Letter

Unit Deployment Orders

Personnel Records

Individual TAD/TDY Orders

Other (please specify):

Recommendation of Office of Military Education: Please document all approvals in Datatel 'STRK'.

Basis for exception recommendation:

Recommend that student be granted an extension based on exception

Recommend that extension fee be waived

Attention approving office staff: please check the appropriate boxes, sign on the line below and forward this form to the Office of the Registrar by e-mail: registration@TESC.edu or via fax: (609) 292-1657.

Staff Signature:

Printed Name:

Date: