



## **EXTENSIONS AND NON-COMPLETE STATUS**

### **1. Extensions**

Students may request extensions, in writing, to alive Academy if additional time is required to complete a course. Extension requests must outline the circumstances preventing the student from completing the course on time and the length of extension requested.

Extension requests will only be approved for students with extenuating circumstances such as a medical emergency or death in the family.

If an extension is requested without extenuating circumstances, the maximum extension length will be 2 months for courses with a duration of 5 months and 4 months for courses with a duration of 9 months. The student will be required to pay \$100.00 plus GST/HST (if applicable).

Approvals and time limits for extensions will be evaluated on an individual basis and are up to the discretion of alive Academy.

### **2. Non-complete (NC) Status**

Students who have commenced their course/program and have failed to submit assignments on time are given "non-complete" status if an extension request is not submitted. "Non-complete" status will be removed only if the extension request is approved. If the extension is not approved, "non-complete" status will be removed if the student decides to re-enroll into the course/program at full price.

All fees are to be paid in US dollars for international students.