

# REQUEST FOR COURSE SERVICE

**Instructions:** Use this form to request needed services such as address changes, transcript request(s), replacement of lost materials, or any questions you might have. Identify yourself on the form by name and birth date. Mail the completed request from, along with your payment (if due), to Seminary Extension in a plain white envelope or one of the YELLOW envelopes if you have an ISI kit available.

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Course Name and Number, if currently enrolled \_\_\_\_\_

## Service I need (payment must be included with this form):

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> An extension on this course  | \$35.00 fee            |
| <input type="checkbox"/> Reactivation for this course   | \$50.00 fee            |
| <input type="checkbox"/> Retake test # _____ this course<br><i>(Limit 1 retake test for this course and it <b>cannot</b> be the final exam)</i> | \$10.00                |
| <input type="checkbox"/> Transcript Request (Level II only) <i>(you must complete info on back)</i>   | \$10.00 per transcript |
| <input type="checkbox"/> Rush Grading   | \$10.00 per assignment |

## Replace the following materials (payment must be included with this form):

- |   |            |
|---|------------|
| <input type="checkbox"/> Study Guide for this course        | \$14.00    |
| <input type="checkbox"/> Correspondence Kit for this course | \$10.00    |
| <input type="checkbox"/> Replace my Diploma/Certificate     | \$15.00    |
| <input type="checkbox"/> Textbook for this course           | list price |

Name and Author of Textbook \_\_\_\_\_

*(Call Seminary Extension 800-229-4612 or see current catalog for current price plus cost of textbooks. Shipping and handling fees are based on total of order.)*

**Total Amount Remitted** \_\_\_\_\_

**Other Service I Need:**

*(Continue on back if more space needed)*

**For Transcript request(s):** If you checked the box of the previous page indicating that you need an official transcript, simply complete the needed information on both pages of this form, sign below, provide payment, and return both pages of this form to Seminary Extension. Remember that a transcript request must be made in writing; include your name, date of birth, the name and address of where you need the transcript sent, your signature, and a \$10 payment. Also note that we will not send an official transcript with course credit hours unless a copy of your high school transcript, proof of GED, or Ability to Benefit Exam is on file in our office. You should also include a phone number or active email address, in case we need to contact you prior to sending your transcript.

<p><b>Please send a transcript of my credits to:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>(Please give complete name and address of school)</i></p> <p>Please send transcript: ___ immediately                                   ___ when I have completed course # _____</p> <p>_____</p> <p><i>(Signature of Student)</i></p> <p><b>A transcript cannot be sent without receipt of payment and the signature of the student</b></p> <p><i>(a copy of the transcript will also be sent to the student)</i></p>
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*(Refer to information in the "Instructions you need to know" in this Correspondence Kit for important directions concerning the sending of transcripts)*

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**Continue Request for Service Here:**