

**Department of Extended Learning  
Online Independent Study  
COURSE EXTENSION FORM**

**Please print, complete and submit form to:**

Online Independent Study (OLIS)  
Department of Extended Learning  
Southwest Baptist University  
1600 University Avenue Bolivar, MO 65613-2597

Email: [cctc@sbuniv.edu](mailto:cctc@sbuniv.edu)

Fax: 417-328-1612

**Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone:** \_\_\_\_\_

1.) **Course:** \_\_\_\_\_ **Credit Hours:** \_\_\_\_\_

2.) **Course:** \_\_\_\_\_ **Credit Hours:** \_\_\_\_\_

**Payment: (Check one)**

AMOUNT \$ \_\_\_\_\_ (\$25.00 per credit hour, per course)

\_\_\_\_ Check or cash enclosed

\_\_\_\_ SBU Student Account

\_\_\_\_ Credit or Debit

If you wish to pay by credit card, you must first place charges on your SBU account. After your registration has been processed (typically 2 business days after you have been notified of your enrollment), you may pay in Webadvisor, through the MySBU portal, toll free at 1-866-837-5397, or by calling the cashier's office directly at 417-328-1523. A 2.5 % convenience is charged for debit/credit card transactions. SBU does not except VISA.

**EXTENSION:** When this form and payment is received by the Online Independent Study office, a **one-time two (2) month** extension will be granted from the original course expiration date. The Online Independent Study office must approve any exception to this policy.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_