

EssentialPlus and Essential (Self-Paced) Education Extension Policy

Introduction

A course extension request allows for a student currently enrolled in a Self-Paced Essential or EssentialPlus Education course to extend their access to course materials and to complete the required final exam.

Purpose

The purpose of the Education Extension Policy is to allow for reasonable flexibility with regard to the deadline for course completion for students enrolled in the College for Financial Planning - a Kaplan Company's Essential or EssentialPlus Education offerings.

Eligibility Requirements

Students must:

- (1) be currently enrolled in either the Essential or EssentialPlus Education offering, and
- (2) not have attempted the course's final exam (FP511-516)
- (3) ensure the College receives their course extension request within 14 days after the final day (deadline) of the course.

Policy Statement

Course extension requests must be received via phone or email to cffpsc@cffp.edu within 14 days after the last day of course access (course deadline) and be accompanied by a payment of the non-refundable **\$50.00** course extension fee. An approved course extension will provide the student with an additional thirty (30) calendar days of access to the course material as well as time to complete any required coursework (quizzes, final exams, etc).

A maximum of two (2) course extension requests per course enrollment will be permitted. Requests for extended time beyond sixty (60) days will not be approved. The student also has the option of requesting a sixty (60) day extension for a \$100.00 course extension fee. However, the fee is non-refundable for any unused time.

1st Request: Student must ensure the College receives their extension request within 14 days after the course access expiration date. An additional 30 days may be added to the current course access expiration date for a non-refundable **\$50.00** fee.

2nd Request: Student must ensure the College receives their extension request within 14 days after the course access expiration date. An additional 30 days may be added to the current course access expiration date for a non-refundable **\$50.00** fee.

3rd Request: Student will be required to re-enroll in the course at a cost of 50% of the current course tuition within 1 year of the most recent enrollment.