



## CLASS RETAKE REQUEST: Due to Missed Directed Studies Timelines

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_

Original Class Date: \_\_\_\_\_

Requested Retake Class Date: \_\_\_\_\_

I was unable to complete the assigned directed studies for the above class by the 60-day extended due date. I understand the following:

- The Institute's policy allows for two 30-day extensions.
- My Directed Studies was not completed within the two extension periods, and I am required to take the class again.
- I am requesting to retake this class on the above date.
- There is a \$100 fee due **with** this request.
- I understand that this may impact my final exam schedule and graduation date. I will meet with the staff in the academic advising office to update my class schedule.

Student's Signature: \_\_\_\_\_

IN PERSON SUBMISSION: Class Retake Request Form and the \$100 fee are submitted either to the accountant at the Institute during regular business hours or at Herbs Etc during weekend hours. Payment can be cash, check, or credit/debit card.

REMOTE SUBMISSION: Class Retake Request Form is submitted by email to [contact@naturopathicinstitute.org](mailto:contact@naturopathicinstitute.org), and then call the accounts receivable office at 989-317-4787 to make fee payment over the phone. Payment can be credit/debit card only.

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### OFFICE USE ONLY

Directed Extension Request Form:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Logged by: \_\_\_\_\_

Extension Fee: \$100

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Logged by: \_\_\_\_\_

Form of Payment: \_\_\_\_\_