



Exceptional Circumstances - PROGRAM EXTENSION REQUEST FORM

PLEASE READ CAREFULLY:

Program Extensions are only granted for unforeseen exceptional circumstances that have directly caused a long-term interruption to studies. Appropriate supporting documentation must be provided. An extension may be granted for learners that meet the extension request requirements that are unable to complete the Real Estate Salesperson Program (Pre-Registration Phase) within 24 months (from Course 1 start date) or the Real Estate Broker Program within 12 months (from successful completion of the Broker Qualifying Exam).

Note: As learners must complete the Post-Registration phase requirements to be eligible to renew registration at the end of their initial two-year cycle with RECO, extensions to the Post-Registration phase can only be approved by RECO.

- Extension applications must be submitted before the expiration of a phase or program (but no more than three months prior).
- Extension requests are only approved based on medical, psychological, or compassionate grounds and will be evaluated on a case-by-case basis.
- Supporting documentation (e.g., death certificate, letter from doctor, etc.) that demonstrates **the impact and duration** of the interruption to your studies is required. **Applications submitted without supporting documentation will not be considered.**
- Applications submitted must be completed in full including a detailed written statement that clearly explains and documents the extenuating circumstances that impacted your ability to complete the program and includes the duration of the impact. **Incomplete applications will not be considered.**
- The submission of an application does not constitute an approval of the request.
- The length of the program extension may vary and will be determined on evaluation of the request.
- Please allow **10-15 business days** for extension requests to be processed.

EMAIL THE COMPLETED FORM WITH THE SUPPORTING DOCUMENTATION TO:

reepforms@humber.ca

TO BE COMPLETED BY THE LEARNER

Full Name	
Email Address	
Learner ID	
Current Course Enrolment	
Program (Salesperson Pre-Reg or Broker)	
Course 1 start date (if Salesperson)	
Qualifying Exam Date (if Broker)	



For more information on program timeframe requirements see the [Curriculum Policy](#)

a. Written Statement

Please provide details supporting the request for a program extension that clearly explains the extenuating circumstances that impacted your ability to complete the program within the program timeframe. Be as specific as possible and include reference to supporting documentation. The duration of the interruption to your studies must be included. If more space is required, use additional pages. **Include the amount of additional time you are requesting.**

Please Confirm:

- I verify that the information submitted in this extension application package is complete and true.
- I agree to continue to work through the requirements of my program while my request is being processed.
- I understand that if an extension request is not approved, I will be required to re-register for the program, re-purchase and retake all program requirements if I do not complete the program within the prescribed timeframe.
- I understand that applying to RECO for Education Equivalency Assessment is an option if I cannot complete the program within the prescribed timeframe so long as I have successfully completed one course and the corresponding exam.

Signature: _____

Date: _____