

STUDENT DEFERRAL PROCEDURE

Contents!

1.!	Introduction	1!
1.1.!	Associate degree students studying with an external partner	2!
2.!	Criteria for a deferral of studies	2!
2.1.	Medical grounds.....	2!
2.2.	Personal reasons	2!
3.!	Access to University's facilities, assessments and accommodation	3!
4.!	Registration period for programme and with professional bodies	3!
5.!	Deferral of studies for international students	3!
6.!	Financial implications of a deferral of studies.....	4!
7.!	Other implications of a deferral of studies.....	4!
8.!	Application process	

1.1. Associate degree students studying with an external partner

Deferral Procedure. Students considering deferral should discuss this with both their College Tutor and the Thinking of Leaving staff (thinkingofleaving@qmu.ac.uk) at the University. The final decision regarding the deferral application rests with the University.

2. Criteria for a deferral of studies

The criteria for a deferral are circumstances **beyond a student's control** which may affect their ability to continue on their programme of study. These are normally of a medical or personal nature affecting the student for an extended period of time i.e. a significant proportion of the

to provide supporting information from an independent person, organisation or support service that could confirm the student's claim.

If a student is unable to provide this information, then the student can instead discuss these with their Personal Academic Tutor, the University Welfare and Representation Coordinator. These staff may then be able to provide a letter or email confirming that the student has valid reasons, without disclosing details, to the Programme Leader, ensuring they can consider the claim. Please note that this is not an automatic entitlement and is at the discretion of the staff involved.

3. Access to University's facilities, assessments and accommodation

Some students may find it useful to maintain access to University facilities, such as email, during periods of deferral. This can be helpful as a way of keeping in contact with the programme and the University. Students are encouraged to consider what might be appropriate

International Student Support Coordinator based in the International Office. Contact international@gmu.ac.uk to arrange an appointment.

Students are eligible for a deferral of studies for Tier 4 Visa holders to UK Visas and Immigration (UKVI). This includes periods of deferral. Depending on the reason and length of the deferral, permission to stay in the UK may no longer be valid if a student is not actively studying and students may be advised to leave the UK. When ready to resume studies, students will have to make a new application for a visa.

6. Financial implications of a deferral of studies

Students granted a deferral of studies will be liable for the appropriate proportion of the fee based on how much of the semester they have attended. Students paying by instalments, who then defer their programme of study, must meet any shortfall between the full fee determined by the University for the period of study undertaken and the total amount of the instalments already paid. For example, if a student defers their studies 28 days after the start of semester, they will be liable for the fees for the remainder of that semester. Semester one fees are equivalent to half a full year fee.

If a student or a sponsor has paid the fees for a full academic session and the student then defers, the tuition fee will normally be retained by the University and carried forward to the next academic session.

Sponsored students should discuss their deferral with their sponsor. Where relevant the University will inform the Student Awards Agency for Scotland (SAAS) or Student Loans Company (SLC) once a deferral of studies has been granted.

Students who wish to defer can seek advice from Registry (registry@gmu.ac.uk) on their tuition fee liability.

7. Other implications of a deferral of studies

A deferral may impact on a student in a number of ways (e.g. financial, accommodation, visa, etc.) and students should be encouraged to carefully consider the impact and seek advice from the relevant support services such as Student Services, their Programme Leader, etc.

Students on health care programmes with mandatory placements need to be aware that even a short period of deferral can have a significant impact on their clinical hours. They must discuss this with their Programme Leader before starting a period of deferral.

8.3. If a student wishes to proceed with a deferral of studies application they should download and complete the [deferral request form](#).

University email account to thinkingofleaving@gmu.ac.uk for initial processing and review. The Thinking of Leaving team will pass the form to the Programme Leader for approval and confirmation that they have seen supporting documentation.