Request for the Deferral of Studies

Deferral of studies is where a student is unable to undertake or complete their semester or year of study, due to circumstances that are outside a student’s control. A period of deferral is an agreed temporary postponement of studies. Module deferrals are not allowed.

Students requesting a Deferral at MIUC must obtain approval from the Course Leaders responsible for the given study program. This Deferral form should be used to submit a formal application to the Registry via e-mail: [registrar@miuc.org](mailto:registrar@miuc.org).

**SECTION 1 (To be completed by the student)**

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| Name and Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student ID \_\_\_\_\_\_\_\_\_\_\_  Enrolment Date \_\_\_\_\_\_\_\_\_\_\_  Study Programme |

1. I wish to apply to defer for:

One Semester: January/September (delete as applicable) Year:

January /September (delete as applicable) Year:

OR

One Year: January /September (delete as applicable) Year:

January /September (delete as applicable) Year

1. Has a previous Leave of Absence been granted? Yes/No (delete as applicable)

If Yes, please give dates and reasons:

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1. Are you applying to extend an existing leave of absence? Yes/No (delete as applicable)

If Yes, please give new reasons below:

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1. Detail below the reasons for requesting a Leave of Absence:

Medical

Maternity/Paternity/Adoption Leave

Financial Hardship

Transfer of Programme

Placement

Competitive Sports

Other (state reason) e.g. Bereavement

Please provide a brief statement to support your application. You must give valid reasons and provide supporting evidence.

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2 (For Office Use only)**

Date form received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rejected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restart Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFIDENTIAL

The details given on this form will be kept in accordance with Data Protection Legislation. The information given will be used for the sole purpose of processing deferral applications.