

# Deferral Request

University  
for the  
Creative Arts



## Guidance Notes and Form

You should use this form if you are enrolled on a unit and require a break during that unit of up to 12 months, or a deferral of assessment.

You are responsible for managing your learning throughout your studies, and in line with OCA's Active Study policy. However we do recognise that you may experience circumstances beyond your control which may require a break in your studies, and in these cases you may decide to make a deferral request.

Do take care to read the **Guidance Notes** as the process for a 3 month deferral differs from that of a longer deferral.

If you take a break in study between units, this may impact on your time for other units. If there are evidenced circumstances which require this break you may wish to look into applying for an extension to the level timeframe instead.

If you require a break in study between levels, this can be for a maximum of 12 months. This is unlikely to impact your other levels of study unless you have had a previous extension or deferral; the overall period of 12 years for the degree is fixed.

If you are unsure of your timeframes, or the impacts making an application may have, please do discuss this when making your application.

Please ensure that you read the Extensions and Deferrals policy in full before completing this form. This includes examples of evidenced circumstances which may be accepted, and those which are unlikely to be accepted.

All OCA policies and frameworks can be found on our website:-  
<https://www.oca.ac.uk/about-us/our-policies/>

## Guidance Notes

Before applying, you should read the Extensions and Deferrals policy, taking care to check:-

- You know what to provide for a deferral of 3 months, or that your circumstances meet the criteria for a deferral of 4 - 12 months, or deferral of formal assessment
- What supporting evidence you will need to have or arrange

You may also find it helpful to read through the example form, alongside the application form. Make a note of anything that is unclear to you, or that you might need to ask for help with.

### Section 1

This section includes your personal details. If you are unsure of your student number, you can find this on your welcome email. It is also a part of your OCA email address, after your first name.

### Section 2

If you require a break in study, you will be applying for a **deferral**. If you are unable to submit for the first or second assessment event following completion of your unit, you will be applying for a **deferral of assessment**.

### Section 3

The Extensions and Deferrals policy gives information on what is considered grounds for a deferral request of over 3 months, or a deferral of assessment, and also what is unlikely to be considered. Please select the appropriate option on the list.

### Section 4

You should list the date from which you expect to be unable to study, and when you expect to be able to resume, here.

### Section 5

An impact statement will describe the impact the circumstances has had, or will have on your studies and why this means a deferral will be beneficial.

## Section 6

List any supporting evidence you are including, so that the clerk and the panel can be sure they have seen everything you intend them to see.

### Declaration and signature

Take care to check and agree the declarations before submitting your application. If you are unable to include an electronic signature, please type your name into the field and return the document by email. Using your OCA email account to submit this will act as an electronic signature.

If you have any questions, or need assistance with this please speak to the Learner Support Team ([learnersupport@oca.ac.uk](mailto:learnersupport@oca.ac.uk) / 01226 777 593). You can also request a printed version of the form; this can be printed as standard, or in alternative formats such as specifically coloured paper or large print.

## Frequently asked questions

Who can I ask for help?

The Learner Support Team ([learnersupport@oca.ac.uk](mailto:learnersupport@oca.ac.uk) / 01226 777 593) can help you with any queries relating to the policy or making your application.

How do I submit an application?

If you have read the policy and feel that your circumstances should lead to a deferral, please complete the form attached, ensuring that any supporting evidence as outlined in the policy is submitted with your form.

You can submit the form either by email ([learnersupport@oca.ac.uk](mailto:learnersupport@oca.ac.uk) - titled Deferral Application) or post (Learner Support Team - Deferrals, The Open College of the Arts, Michael Young Arts Centre, Room 201, DMC 02, County Way, Barnsley, S70 2JW).

What outcomes can I expect following consideration of my application?

You will be notified of the outcome by email to your OCA student email account, unless agreed otherwise. If your application has been declined, you will be advised on the reason for this and any implications this has for your studies. If your application is successful, you will be advised of the deferral awarded, any conditions attached to the deferral and any implications the deferral may have on your overall timeframes.

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## Application Form

You should complete all sections of the form and submit this with the required **supporting evidence**. For deferrals of 3 months, an impact statement may be submitted in lieu of supporting evidence. Applications without accompanying evidence will be returned.

Please ensure that you have read the **Guidance Notes** in full, and the Extensions and Deferrals policy.

Contact about your application will be via your OCA email address unless agreed otherwise.

### 1. Student details

Name

Student Number

Phone number

Programme of Study (e.g. BA Hons  
Photography, Foundations in Drawing)

### 2. I am applying for deferral of... (please tick all that apply)

Three months for my current unit(s)

If yes, which unit(s)

More than 3 months for my current unit(s)

If yes, how many months (up to maximum of 12) Which unit(s)

Deferral of assessment to the third event after completion of unit

If yes, which unit(s)

### **3. Grounds for application**

Personal illness / health

Illness of a close relative or dependant

Bereavement

Sudden deterioration of a long-term condition

Loss of employment

Other (please outline, ensuring you have first read the policy)

### **4. Dates between which you expect to be unable to study**

### **5. Impact statement (what impact the circumstances had on your studies, and why this prevented you from completing within the allotted timescale)**

#### **Declaration and signature**

I have read and understood the guidance in the Extensions and Deferrals policy

I have completed this form in full with appropriate supporting evidence

I confirm that all information provided is accurate to the best of my knowledge

Signature

Date

**6. List of supporting evidence included (not required for deferrals of 3 months)**

**Declaration and signature**

I have read and understood the guidance in the Extensions and Deferrals policy

I have completed this form in full with appropriate supporting evidence

I confirm that all information provided is accurate to the best of my knowledge

Signature

Date