

# Deferral Request

University  
for the  
Creative Arts



## Guidance Notes and Form

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, or a deferral of assessment and in these cases you may decide to make a deferral request.

Before applying, you should read the Extensions and Deferrals policy in full, this includes examples of evidenced circumstances which may be accepted, and those which are unlikely to be accepted. Take care to check that:-

Your circumstances meet the criteria for a deferral (section 4 of the policy)  
You have appropriate supporting evidence if applying for a long deferral or deferral of assessment (section 5 of the policy). A short deferral (3 months) does not require supporting evidence.

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

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 978618). You can also request a printed version of the form, including alternative printed formats.

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, DMC02, County Way, Barnsley, S70 2AG).

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 this may have on your overall timeframes.

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

# Deferral Request

## Application Form

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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 for more than 3 months 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

*You can find this on your welcome email or as part of your OCA email address, after your first name.*

Phone number

Disabilities /  
medical conditions

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

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

If you require a break in study, you will be applying for a deferral of 3 or more months:

Three months for my current unit(s)

If yes, which unit(s)

More than 3 months for my current unit(s) - supporting evidence required

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

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:

Deferral of assessment to the third event after completion of unit

If yes, which unit(s)

## **3. Grounds for application**

See Section 4 of the Extensions and Deferrals policy for what is considered grounds for a deferral request, and also what is unlikely to be considered.

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** (e.g. I am having surgery on 1st November and will be recovering until 1st March and will lose 4 months study time)

**5. Impact statement - what impact did the circumstances have on your studies, and why did this prevent you from completing within the allotted timescale?** (e.g. I will be unable to concentrate due to pain and medication following my surgery and this will prevent me from focusing on my studies)

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

See section 5 of the policy. If evidence is not included with an application for a deferral of assessment, or a longer deferral of more than 3 months it will be returned.

## **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.

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