

Deferral - High Level Process Summary:

Please note: This is not the ideal route to go down, as this causes a knock-on effect later down the line in relation to courses already taken/exams sat. This is likely to cause issues for the school if/when students come back onboard, as they are essentially restarting.

Step 1

Student wishes to Defer

Step 2

Student contacts School

Step 3

School sends Administrative Withdrawal Request to Registry via Ivanti (the same form is used for Withdrawals and Deferrals)

The following information **MUST** be included in the Withdrawal Ivanti Request, in the "Additional Comments" Field

- Subject Header: International Student Unable to Travel – Deferral
- Financial Aid / Discount / Scholarship – consideration that these awards require reversing
 - School and/or External Relations to Action
- Stipend:
 - Future Stipend Payments to be ceased
 - Stipend Payments already made? Consideration whether these are to be reversed
 - **Note** if Stipend Payments already paid are to be reversed, this will create a debt on the Student Account where they will owe the monies back to the University – pursued by the University Collections Team

Step 4

Registry to process retrospective withdrawal as at 01/08/21

Step 5

Registry revoke to Admissions on the next working day