

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## STUDENTS DEFERRAL PROCEDURE

### Deferral information

This document is designed to give you information on the process of deferral and what to expect at point of deferral and when you choose to return.

Contact the Registrar if you have any questions.

- From the moment of deferral, access to the VLE, teams and class emails are withdrawn
- Fees are calculated monthly up to the date of deferral and you will be expected to settle any outstanding balance owed. If you are subsequently able to resume your studies at the same point at which you deferred, you will be liable to the fees that apply to the new cohort (charged monthly). We will do our best to accommodate you into the class you wish to return, but we cannot guarantee this
- You will incur a £50 change of class fee when you return to college with a new cohort.
- You will need to contact the Registrar 6 weeks before you are due to return to confirm your place on the course. We will do all we can to accommodate you into the class you wish to return but cannot guarantee it.
- During the time of deferral, it is not possible to attend point location classes, have access to tutor or supervisor time or to have access to the library
- We will do our best to support you on your return, but it is your responsibility to keep up to date with what the class have learnt up to the point of deferral
- If you choose or are required to repeat part of your academic year with a new cohort, you will be charged depending on the number of units repeated:
- Units worth 50% or less of the total number of credits for the academic year: 50% of the full year's fee for the cohort.
- Units worth over 50% of the total number of credits for the academic year – 100% of the full fees for the cohort.
- At the point of deferral, you should confirm with the Registrar to ascertain which assessments are outstanding for the rest of the academic year. You cannot submit assignments after the date of deferral, and you should be aware that assignment specifications may change prior to your return.