

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.

- To start the deferral process, you must complete and submit a deferral request form to jobrown@cicm.org.uk. The deferral start date will begin no sooner than the date completed deferral form is received.
- Once deferred, access to the VLE, TEAMS and class emails are withdrawn
- Fees are calculated on a monthly basis up to the date of deferral. Outstanding balances will need to be paid before deferral. Upon return the fees for the new cohort will apply (charged on a monthly basis). We do our best to accommodate your request to return to a particular class, but this cannot be guaranteed.
- A £50 change of class fee will be payable on return.
- To confirm your place, contact the registrar six weeks before you are due to return.
- Once deferred it is not possible to attend point location classes, have access to tutor or supervisor time or access to the library.
- It is your responsibility to keep up to date with what the class have learnt up to the point of deferral.
- 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.
- Assessments submitted before the date of deferral will count and the marks will be added to your new class on return.
- Once you have confirmed your return class and date, assessment specifications for the new class assignments can be emailed (on request) 6 weeks prior to return date, providing the change of class fee has been paid and your fees are up to date.
- If you choose or are required to repeat part of your academic year with a new cohort, you will be charged depending on the units or classes 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 will be charged.
 - Units worth over 50% of the total number of credits for the academic year – 100% of the full fees for the cohort will be charged.

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| <p style="text-align: center;">COLLEGE OF INTEGRATED CHINESE MEDICINE STUDENTS DEFERRAL REQUEST FORM</p> |
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To request a deferral period, please ensure you have read the deferral procedure and you understand the process before completing this form. Once you are clear on the procedure, return this completed deferral request form to jobrown@cicm.org.uk

Please be advised, your last day of attendance will be noted as the date we receive this form.

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| First Name |
| Surname |
| HSU identification number |
| Last date of attendance (please enter the date you return this form to the registrar) |
| Proposed return date/class (if known) |
| Reason for deferring |