

APPLICATION FOR DEFERMENT/SUSPENSION



Students currently enrolled in the Master of Theology programme should use this form to apply for a deferment or suspension to their enrolment.

INSTRUCTIONS:

Please refer to the regulations surrounding deferments (level 8 courses) and suspensions (level 9 courses) in the LGS Student Guide available online at www.laidlaw.ac.nz.

SECTION A: ALL STUDENTS

Name:

Student ID:

SECTION B: LOANS & ALLOWANCES

Are you currently receiving or have you applied for a Student Loan or Allowance?

☐ Yes

☐ No

If YES the change to your enrolment may affect your eligibility for a student loan or allowance. Please contact StudyLink to confirm your eligibility.

SECTION C: CHANGE OF COURSE(S)

If you are already enrolled in courses for the semester you now wish to defer or suspend, please list them here and you will be withdrawn from these.

Course Number	Course Name	Semester
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SECTION D: DETAILS

Suspension or deferral of study may incur academic or financial penalties. Please discuss any suspension or deferral with the Head of School or Administrator for your programme. Please refer to the General Information and Regulations section of the relevant School's Academic Handbook and Fees Schedule for details.

Qualification you are suspending or deferring from:

Start Date (First day of semester)

End Date (First day of subsequent semester)

Please indicate the reason for suspension or deferral:

☐ Studying elsewhere

☐ Moving town

☐ Financial

☐ Medical/health reasons

☐ Job commitments

☐ Personal

☐ Ministry

☐ Other

SECTION E: AGREEMENT

Please note that the request could be declined for the following reasons:

1. Suspension Provision Issues
2. You have already exceeded the maximum number of allowed deferrals/suspensions

Declaration – I declare that the information provided by me on this form is true and correct. I understand that changes to my qualification or courses may result in academic and/or financial penalties.

Student Signature: _____ Date: _____

School Signature: _____ Date: _____

Student Services Signature: _____ Date: _____

OFFICE USE ONLY

Department:

- ☐ Student Services
☐ Financial
☐ Library

Signature: _____ Date: _____
Signature: _____ Date: _____
Signature: _____ Date: _____

- ☐ Study Contract (Artena) updated
☐ Study Code (any visa issues) resolved
☐ Course Selection to Student
☐ Copy to Finance if EV changed
☐ Copy to Distance Learning (if required)

- ☐ Credit notes/invoices issued
☐ Course Selection Form Updated
☐ Moodle Updated
☐ Payment Received