



DEFERRAL REQUEST FORM

Brock University - Undergraduate Studies
Office of the Registrar and Enrolment Services
1812 Sir Isaac Brock Way, St. Catharines, ON L2S 3A1

Instructions

This form is for students who hold an undergraduate offer to Fall and would like to request a one-year deferral of their offer to the next Fall entry point. The request is available for students who have experienced a significant extenuating circumstance and who have made the decision not to attend studies. Deferrals are intended to provide compassionate consideration and support for those students by holding their seat in their desired program for the next Fall entry point. The form is open July 1 through August 15. **No extensions permitted.**

Before submitting your request form, please review the [Deferral Policy](#) information on our website. If you submit the form in error or if it contains inaccurate or incomplete information, it will not be considered. If your request is denied, inaccurate, or incomplete, please note that the Deferral Request fee of \$55 is non-refundable. If your student file is complete (see Deferral Eligibility Checklist below), you will receive a decision within 10 business days. **No decisions will be made after August 30.**

How to submit my request

Please download this fillable PDF, [type your responses into the form](#), save the document using your last name and student number, and upload it to your 'Student Forms and Service Request' located in your my.brocku.ca student portal, along with the deferral request fee of \$55. Forms will not be accepted in any other way. We will not make any decisions until the file is complete and you are eligible for consideration.

See the **Deferral Eligibility Checklist** below for what constitutes a complete student file.

Personal Information

Last name as it appears on your offer	
First name as it appears on your offer	
7-digit Brock student number as it appears on your offer	
Your personal email address used on your application	
Program you were offered, as it appears on your offer letter	
Term and Year you were originally offered	Term: Fall / Year 20_____

Deferral Eligibility Checklist

Please check the boxes below for each statement that is true and accurate.

- Do not submit this request if you cannot check **ALL** boxes below. The request fee is non-refundable.
- Any request without **ALL** boxes checked will not be reviewed, as you would be ineligible to make the request.

<input type="checkbox"/>	I have experienced a significant extenuating circumstance that prevents me from attending Brock for the entry point currently listed on my offer.
<input type="checkbox"/>	I have formally accepted my offer of admission to Brock
<input type="checkbox"/>	I have submitted ALL outstanding documents, grades, and transcripts showing in the Document Status section of my my.brocku.ca student portal
<input type="checkbox"/>	I am not participating in any academic studies during the one-year period of my deferral, and I understand that if I do, my deferral will be cancelled, and I must reapply.

	I am not enrolled in any Brock courses OR I confirm I have deregistered from all Brock courses I was previously enrolled in
	I have paid my tuition deposit (check your offer letter to see if you were required to pay a tuition deposit). <i>If you are not required to pay a tuition deposit, you may also check this box.</i>
	I hereby request to defer my offer of admission for one year , to the next Fall entry point. I understand that if I am approved and then change my mind, my program may no longer be available to me.

Information

Please provide any background, information, or reasoning that explains why a deferral is necessary. You are limited to 350 words. Supporting documentation may be requested.

Declarations

Please read each statement and check the box if you understand and agree to the following:

	I understand that Brock will only notify me of a decision on my deferral request once all conditions stated in my offer have been met and all final official documents have been received. The onus is on me, the student, to submit what is necessary to complete my student file so Brock can make a decision.
	I understand that Brock will not make decisions after August 30 and my file must be complete prior to that date.
	I have reviewed Brock University's Undergraduate Admissions Deferral Policy , and I understand that failure to meet policies will result in the cancellation of an approved deferral.
	I understand that if I am an international student who has received a Provincial Attestation Letter (PAL) for my original entry point, this deferral does not guarantee me a PAL for my new entry point.
	I understand that Brock reserves the right to deny a request and that the deferral request fee is non-refundable, regardless of Brock's decision.
	I confirm that all information and statements on this form are true and accurate, and I understand that my request is subject to denial, should there be any misrepresentation, error, or omission in the information I've reported.

Protection of Privacy

Brock University gathers and maintains information used for the purpose of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario. In signing an application for admission, you should know that the information you provide and any other information placed into your student record, will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990,c F31).

The information on this form is collected under the authority of The Brock University Act, 1964 and is needed to verify qualifications and decide your eligibility for admission. Upon admission and registration this information will form part of your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of your personal information by the University, please contact the Director of Admissions, Brock University, St. Catharines, Ontario, L2S 3A1, (905) 688-5550.