LFS Deferment Request Form

If you have sought guidance from your Personal Tutor and are confident that deferring your studies is the correct course of action, then please complete this form and return to Academic Registry. If you are having difficulties with your course or are in need of any advice or support, then please see Academic Registry or Student Services.

## Your Personal Details

*Please carefully complete your personal details in the section below. It is important that you complete this information as accurately as possible in order that your record can be correctly identified.*

Last Name:       First Name:
Date of Birth:       Course:
LFS Student Number:       University Student Number:

## Details of Your Request

*Any information you provide on this form will be treated in confidence and will only be seen by the small number of LFS staff involved in managing your request.*

*Your last date of attendance is the date on which you stopped attending your course at The London Film School. The Deferment Date is the date you with to defer from.*

Last Date of Attendance:       Deferment Date:

*The expected date of return is the date on which you intend to return to The London Film School.* ***This may not be left blank****. The return date is normally the first day of the following term. If you do not know at this stage on which date you are able to return, you should estimate this and it may be revised later. Please note that a* ***maximum deferment of one term*** *will be approved at any one time.*

Expected Date of Return:

*Please indicate the general reason for requesting the deferment. You will be asked to provide further details further down on this page.*

**Reasons for Deferment Request**

Personal [ ]  Financial [ ]  Medical [ ]  Other [ ]

*Please explain* ***in detail*** *the full reasons for requesting this deferment (continue on a separate page if necessary).* *If you are requesting deferment on medical grounds, you will additionally need to provide certification from an appropriately qualified professional to support your request for deferment.*

Further details:

## Guidance and Declaration

Once you have completed the form, please review the information submitted carefully and sign below. If you are submitting this form electronically, please type your name below. You should then submit the form to Academic Registry. The request will be considered by Academic Registry. If the request is approved, this will be confirmed to you in writing. **You may wish to make a photocopy of this form before handing it in, for your records.**

**International Students:** If you require student entry clearance or leave to remain (a ‘visa’) to study in the UK, deferring your studies is likely to affect your permission to remain here in the UK. Furthermore, if you are a sponsored student, i.e. you were issued with a CAS by LFS that you used to obtain your Tier 4 visa, and you decide to take a break from your studies, LFS is required to stop sponsoring you. We are required to withdraw your CAS, and report your deferment from your course to the Home Office (UK Visas & Immigration). As you would no longer have a valid Tier 4 sponsor, you would then be required to leave the UK. In order to return to the UK to resume your studies, you would need to apply to us for a new CAS in order to apply for a new Tier 4 visa. If you were to try to return to the UK on your old visa, you would be likely to encounter problems on re-entry**.**

All international students who wish to apply for a deferment are strongly advised to make an appointment to discuss their individual situation with the Annette Streete (a.streete@lfs.org.uk).

**I declare that the above information is factually correct and that I have read the guidance and policy provided.**

**Student’s Signature:** **Date:**

## For Office Use Only

Department Confirmation as per section 4.4 of the LFS Deferment Policy.

Camera:       Editing:
Library:       Production Design:
Screenwriting:       Sound:

Deferment approved by:

Signature:       Date:

Student Records Update: [ ]  Student Information: [ ]  Relevant Staff Informed:

Administration Signature:       Date: