DEFERRAL OF ADMISSION FOR UNDERGRADUATE STUDENTS

York University recognizes that after being newly admitted some applicants encounter unique personal circumstances that represent legitimate reasons for requesting a deferral of admission to the next academic session.

The University grants deferrals at its discretion, only in highly exceptional cases and on a restricted basis. All conditions must be satisfied before a deferral will be granted. Approval of deferral requests may be granted up to a maximum of one year.

If you plan to complete any further studies at an accredited institution after being admitted to York, you will have to reapply for admission to a future session. Please do not use this form for reapplication.

Deferral of scholarships

A deferral of admission will include any automatic entrance awards (guaranteed and not subject to change from the amount of the initial offer). Scholarships that require an application are not eligible for deferral and will require submission of a new application by the appropriate deadline.

Deferral process

1. Request a deferral only after the University has offered admission.
2. Accept the offer of admission by the deadline stated on your offer letter.
3. Submit the Request for Deferral form (see reverse) before the start of classes (preferably one month prior to the session to which you were admitted). Include a statement outlining your need for a deferral and detail activities planned during the year of the deferral request. Keep a completed copy of the form.
4. Allow a few weeks for mail processing and then contact the Office of Admissions to confirm that our Request for Deferral form has been received.
5. De-enrol yourself from all courses before the deadline to drop courses without financial penalty as you’re responsible for all fees associated with your studies at York (see the York University Lecture Schedule available at registrar.yorku.ca for course drop deadlines for each session).
6. Once your deferral is reviewed, the University will send an official decision by mail.

A deferral will not be granted under the following circumstances:

- If you complete further studies at an accredited academic institution after being admitted to York. If you begin these studies after your deferral has been approved, York University reserves the right to rescind your deferral and offer of admission. In this instance you will be required to reapply, pay a new application fee and submit your most current transcripts. (Exceptions may be considered if studies are pursued for religious or cultural reasons).
- If you are an international student AND have been refused a Student Authorization by Canada Immigration, you will need to reapply for the next available session and pay a new application fee.

The following programs DO NOT accept requests for admission deferral:

- Business Administration (BBA & iBBA)
- Nursing (BScN)
- Social Work (BSW)
REQUEST FOR DEFERRAL
(for Undergraduate Admissions)

I, ______________________________________________________________________________________ request that my Offer
(print name)
of Admission to ____________________________________________________________________________ at York University,
(state program)
be deferred to ____________________________________________________________________ for the reasons stated below.
(state date that program is next available)

Specify clearly the reason for request:
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

If you plan to attend an accredited institution for religious or cultural reason, please provide official first-term results
when available. Final transcripts must be submitted (semester and final results) in order for transfer credit to be assessed.

Name of institution: _______________________________________________________________________________________

I understand that:
• York University grants deferrals at its discretion and only when persuaded of the serious and legitimate substance of the request.
  It is my responsibility to ensure that I de-enrol from any York University courses for the session to which I was originally admitted.
• I am responsible for any costs or tuition fees incurred as a result of not de-enrolling from my courses before the deadline to drop courses
  without financial penalty for the session to which I was originally admitted (see the York University Lecture Schedule for dates).
• If I attend further studies at an accredited postsecondary institution during the period of deferral, I will have to reapply, pay the application fee
  and submit official transcripts. I must also submit institutionally-prepared course outlines for postsecondary studies completed outside of Canada.

__________________________________________________________________________            ________________________________            ______________________________
Signature York Student Number Date

RETURN TO:
Office of Admissions (Deferrals)
York University
Bennett Centre for Student Services
4700 Keele Street
Toronto, Ontario M3J 1P3
Fax: 416-736-5536

futurestudents.yorku.ca