

Admissions Deferral Policy

August 2023

Purpose

The University accepts that for various reasons an offer holder may not be able to start their studies as planned and are happy to support requests to alter start dates. This document provides guidance as to when and how deferrals can be requested and the rationale for accepting or declining this request.

Scope

This policy applies to applicants holding offers on a taught programme at a Scottish campus and will take effect from academic year 23/24.

Principles

Undergraduate and Postgraduate Taught Applicants:

- All deferral requests must be submitted on the prescribed [form](#) no later than 21 days after the start date specified on your offer letter.
- Once a place has been deferred it may not be possible to revert to the original start date.
- Offer holders may defer only once irrespective of whether this is within the same academic year (i.e. September to January) or to the next academic year (i.e. January to September or September to September)
- Deferrals can only be requested for the same programme that was originally applied for. If this programme is no longer available, we will inform applicants and suggest alternative programmes.
- Applicants holding multiple offers to different programmes will only be able to defer one offer.
- Offers may need to be amended with revised or new conditions for example if evidence of English language is now out of date we will request more recent proof.
- There is no guarantee that any scholarships awarded by the University will also be deferred. Applicants are advised to check with whomever awarded the scholarship. Applicants awarded funds externally may also wish to consult their funding body.
- Deferrals can only take place prior to enrolment. If a student has enrolled they should contact Registry and Academic Services (RAS) and ask to withdraw or suspend studies.
- Applicants no longer wishing to take up their deferred place should notify the Admissions team by email (ugadmissions@hw.ac.uk or pgadmissions@hw.ac.uk)

- All postgraduate taught programmes are covered by this Policy excluding:
 - MSc Construction Project Management with Industry Placement
 - MSc/PgDip Construction Project Management
 - MSc Commercial Management and Quantity Surveying with Industry Placement
 - MSc/PgDip Commercial Management and Quantity Surveying
 - MSc International Business Management with Industry Placement
 - MSc/PgDip International Business Management with Finance
 - MSc/PgDip International Business Management with Marketing
 - MSc/PgDip International Business Management with HRM
 - MSc/PgDip International Business Management with Project Management
 - MSc/PgDip International Business Management

- Deposits paid will be carried over to the new start date.

Additional notes for UCAS Applicants

- An offer holder may request a deferral in writing to the Admissions Office (ugadmssions@hw.ac.uk) prior to the UCAS nominal deadline for meeting conditions (i.e. 6th September 2023)

- All conditions of an offer must be met before the deferral is requested.

- A deferral can only happen once i.e. September to September.

- If documentary evidence supporting an application has become outdated we will contact you to request more recent proof.

- Applicants will be contacted by the Admissions Office in March to confirm that they still wish to take up the deferred place.

Process

All applications for a deferral will be considered by the Admissions team. Where a deferral is not possible the applicant will be notified in writing of this with the reasons why. Reasons for refusal may include qualifications now being too old or programmes likely to be oversubscribed. Approved Requests will be processed within 4 weeks of the semester start date and offers updated