

Student deferral policy

Students can request to defer their studies either while studying a module, or when they're registering for different modules.

Deferring your studies means leaving the programme and returning at a later date (a study break). If you're considering exiting your studies permanently, please refer to the student withdrawal policy.

For apprentices, please contact the Head of Apprenticeships in the first instance, as any study break or deferral will need to be considered in consultation with Walbrook, employer and, where applicable, the external training provider.

Online programmes with self-paced study

If you're enrolled on an online programme, where you decide when you want to start your next module and when you want to register to sit your assessments, you can simply delay registering for your next module until you're ready to start studying again. You will, however, need to leave yourself enough time to study and successfully complete all your assessments within your registration period (see item 6 below), which is detailed on your programme specification.

If you have any questions about deferring your studies, you should contact service@walbrook.ac.uk.

Deferment of studies for full-time on-campus and Global MSc Banking & Finance online degrees

Deferring your studies means leaving the programme and returning at a later date, normally the start of the next academic year. Deferrals are normally granted for a maximum period of 13 months, dependent on a student's programme of study.

If a student's studies are being seriously affected either by illness or unforeseen / and or unavoidable personal extenuating circumstances, Walbrook has clear procedures on [extenuating circumstances](#).

Deferment of studies process

1. Before applying for a deferral, we recommend the student discusses their situation with their support team to determine if a deferral would be appropriate, or if their situation may be considered a [special consideration of extenuating circumstances](#).
2. If a student wishes to proceed with a deferral of their studies, they should contact their support team in writing via the appropriate email contact address below.

Undergraduate on campus programmes	hesupport@walbrook.ac.uk
Postgraduate MENA programmes and Global MSc Banking & Finance online programmes	pgonline@walbrook.ac.uk
Online degrees	service@walbrook.ac.uk

3. The support team will, in consultation with the student, understand the reason(s) for deferral and if in agreement, will approve the request.
4. If the deferral is granted, the student will be advised of the fee for which they are liable, based on their last date of attendance. Students who wish to defer can seek advice from the support team on their tuition fee liability.
5. The period of deferral will normally be for a maximum period of 13 months.
6. The registration period is the maximum amount of time a student can be registered on a programme, and this will vary depending on the type of programme, the level and if it's full-time or part-time. A deferral will count towards this time period. It's therefore very important that students considering a deferral are aware of this and make sure they can return to and complete the programme within their registration period.
7. Students who've been granted a deferral will not normally be allowed to sit any assessments or take part in any project / dissertation work during their deferral period.
8. There may be changes to a student's programme during an approved period of deferral. Any changes will be confirmed to the student by the relevant support team.
9. Students who've deferred their studies will be contacted by the support team with instructions on how to enrol before the start of the next academic year. Failure to attend classes won't automatically extend a student's deferral period. If a student hasn't enrolled within four weeks of their expected return date, their student record will be closed, and they'll automatically be withdrawn from study with Walbrook.
10. When a student defers their studies, all marks from completed assessments (whether pass or fail) will be carried forward when the student returns to study.
11. If the deferral isn't approved, the student will be expected to continue with the programme or put in an appeal, further details of which can be found in Walbrook's [Code of Practice chapter 10: student complaints and appeals](#).

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