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**REQUEST FOR DEFERMENT  
FROM STUDY AND COURSEWORK ASSESSMENT  
(TO BE AUTHORISED BY YOUR NAFD APPROVED TUTOR)**



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## **Application to Defer Study and Coursework Assessment**

1. Should a registered student wish to defer their studies within the two year period of student registration, the following procedure should be used.
2. The deferral from studies and coursework assessment can only be granted for a maximum period of twelve months within the two year period of registration.
3. Students wishing to defer for more than between six and twelve months will be expected to commit to a specified period of refresher training of previous modules taken with their tutor upon return to ensure levels of knowledge are maintained.
4. Requests for an extension to the registration period can only be granted up to an additional twelve months (maximum).
5. Applications for deferral can only be accepted for \*medical reasons; bereavement of a spouse, child or close relative; unplanned caring responsibilities or due to \*employer demands placed on the individual student.
  - a. Application as a result medical reasons must be verified by a doctor or associated qualified health practitioner.
  - b. Application as a result of employer demands placed on the individual must be verified by the employer.
6. A student cannot defer on more than two occasions within the period of student registration.
7. Applications to defer should be made by completing the **APPLICATION TO DEFER FROM STUDY AND COURSEWORK ASSESSMENT** document, and must be sent to the Training Administrator by email to [trainingadministrator@nafd.rg.uk](mailto:trainingadministrator@nafd.rg.uk)
8. Students may be asked to supply more information following receipt of their application.
9. Applications will be considered by the Education Development Manager in the first instance, and authorised by the Chairman, NAFD Board of Examiners.
10. Students will be informed of the outcome of their application within 7 working days of receipt by the NAFD.
11. A student who is denied deferral and is dissatisfied with the outcome has access to the student complaints procedure.



## Application to Defer from Study and Coursework Assessment

<b>Student Name</b>	<b>Registration Number</b>	<b>Registration Date</b>
<b>Qualification</b>		
<b>Dip. FAA</b> <input type="checkbox"/>	<b>Dip.FD</b> <input type="checkbox"/>	
<b>Modules Completed</b>		
	<b>Date Completed</b>	<b>Date ILR Submitted for Moderation</b>
<b>Module 1</b>		
<b>Module 2</b>		
<b>Module 3</b>		
<b>Module 4</b>		
<b>Module 5</b>		

<b>Reason for Deferment.</b>	
<b>Anticipated date of return</b>	
<b>Tutor Authorisation and Comments</b>	
<b>Authorised by Chair, Board of Examiners</b>	
<b>Notes</b>	