Request to Defer Admissions

Deferral of Admissions for Undergraduate students
St Francis Xavier (StFX) University recognizes that after being admitted some applicants experience unique personal circumstances that may warrant a deferral of admission to the next academic year. StFX will grant a deferral at its discretion for exceptional cases. Approval of deferral requests may be granted one time only for up to one year. A final grade 12 transcript is required by August 15th and all entrance conditions must be satisfied before a new acceptance letter will be issued. If you plan to complete any studies at an accredited institution after being admitted to StFX, you must reapply for admission as a transfer student.

A student may qualify to defer their acceptance when all of the following exist:
- Have been accepted to StFX and have paid their $100 confirmation fee
- Have submitted proper documentation with the application (Visa refusal letter, medical note)
- Are not a transfer student
- Please note: Requests to defer acceptance are not valid for the BSc in Nursing Program

For what reason can a student defer their acceptance?
Deferrals will be considered for the following conditions:
- International VISA/Study permit issues: Situations vary and circumstances must be disclosed below. If you have encountered a Visa/Study permit refusal, please enclose your refusal letter with this form
- Medical issue: A Medical note is required
- Gap year: The name of the organization/program must be presented on the form
- Other exceptional circumstance (this must be explained on the Request to Defer Form)

Student Process
1. The student is responsible for submitting the Request to Defer Form to StFX Admissions by the August 15th deadline. The form must be complete and signed by the student.
2. The student will be notified of the outcome in writing within three weeks of the request. If approved, a new acceptance letter will be sent in October for the following year if a final high school transcript is received by August 15th. Students will need to return their confirmation form but no additional confirmation fee will be charged.

If the request is not approved, the student file will remain active until the student notifies Admissions of an intention to withdraw their application. Note: Failure to indicate your intention with withdraw may result in additional fees.

An approved deferral request has the following conditions:
- A student must submit their final grade 12 marks by August 15th.
- A student cannot attend another post-secondary institution during the deferred year.

Deferral of scholarships
A deferral of admission will include deferral of any StFX entrance awards. Scholarships requiring an application are not eligible for deferral and will require submission of a new application by the appropriate deadline.
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Deferral of Residence
A Deferral of residence is not possible. Deferred students must re-apply for residence in the next year. Residence deposits are refunded only before June 1; after June 1, the deposit will be rolled to the next year with no refund issued if you do not enroll the next year.

Name: _______________________________ Student ID: __________________________

Program: _____________________________

I have met the following criteria (please check):
☐ I have been accepted to StFX and have paid the $100 confirmation fee
☐ I have submitted my final grade 12 marks (or they will be sent upon completion prior to August 15th).
☐ I do not plan to attend another post-secondary institution
☐ I am not a nursing student

Reason for my Deferral Request (please check):
☐ International VISA/Study permit issues: Situations vary and circumstances must be disclosed below.
   If you have encountered a Visa/Study permit refusal, please enclose a copy of your refusal letter with this form
☐ Gap year
   Name of Organization _____________________________
☐ Other exceptional circumstance – indicate below (includes Medical - Medical note will be requested)

Please clearly indicate the reason(s) for your request to defer.

Applicant Declaration:

I agree that the information and documents submitted with my request are true.

Signature _______________________________ Date __________________________

Please send this form to the StFX Admissions Office before August 15th.

StFX Admissions E-mail: Admit@StFX.ca (send as a scanned attachment)
5005 Chapel Square Fax: 902-867-2329
Antigonish NS B2G 2W5