

## APPLICATION FOR DEFERRAL OF STUDIES

See the reverse page of the form for information and instructions.

### Personal information

Name:	National Identity Number:	
Address:		
Email:	Telephone home:	Telephone work:

### Study-related information

Enrolled in programme:	
Term/Year:	Wants to commence studies Term/Year:

### I am unable to commence my studies because of:

Reason	x	Shall be attached
The employer's decision to postpone my leave of absence		Copy of decision
Pregnancy		Certificate stating estimated date of birth
Illness		Doctor's certificate
Other reason		Description of my reasons and documents confirming them

.....  
**Place and date:**

.....  
**The applicant's signature:**

<b>STATEMENT</b>		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Motivation: .....
		.....
		Signature: .....
<b>DECISION</b>		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Motivation: .....
		.....
<b>Date:</b> .....	<b>Decision maker:</b> .....	
		<b>Printed name:</b> .....

**Send the application to:**  
 Studerandeenheten Högskolan i Jönköping  
 Box 1026  
 551 11 Jönköping

If the application for deferral is approved, please hand in your written answer on the (date)

..... at the latest, to .....

if you wish to start your studies autumn/spring, year .....

### **Application for deferral**

If you have been accepted to and have confirmed a place in an education programme but have no possibility to start, you can apply for deferment of studies. Reasons for a deferred enrolment in the programme can be social, medical or due to other circumstances, e.g. postponed time off according to the law of employees' right to leave of absence in connection with education. As a rule, the reasons shall have occurred after the application to the education programme has been submitted.

Normally a deferral **is** granted for a year at the most, or until the next class of students start the programme.

Deferral is not granted in connection with separate courses or for students admitted at a second or later round of admissions.

### **Changes in the education during the deferral period**

The university reserves the right to, during the deferral period, make changes to the content or organization and/or cancel or close down the education / training programme concerned in this decision. The applicant is not entitled to hold the university responsible for such action.

### **How to appeal against a decision**

It is possible to send an appeal against a decision to the Board for Appeals at Jönköping (HJÖN). The appeal must be in written form, and must be submitted to the Board for Appeals at Jönköping University (HJÖN), Box 1026, 551 11 Jönköping, at the latest fourteen (14) days after the date of the decision. The appeal must state which part(s) of the decision that is/are appealed against, the desired correction and the reason for this.

#### **Distribution of the decision**

#### **Date/signature**

The student (The applicant)  
The person responsible for the degree programme/Study Counsellor  
Department of Student Services  
Registrar