



Deferral of Admission Request Form

Please read the following prior to completing the request form.

Deferral of admission requests will be considered on a case-by-case basis for open enrolment programs. You may defer an Offer of Admission only once. Deferrals may not exceed one year and can only be deferred for full-time studies in the Fall Term. Previous Lakehead Students must reapply using the Undergraduate Application Form: <http://applicationcenter.lakeheadu.ca/undergraduate/>

Deferrals will not be considered for limited enrolment programs including:

- Engineering,
- Gateway,
- Juris Doctor,
- Music,
- Nursing,
- One-Year Honours Bachelor of Social Work,
- Two-Year Bachelor of Education,
- Visual Arts or,
- Year Three Honours Bachelor of Social Work

All conditions listed on the original Offer of Admission letter must be satisfied before a Deferral of Admission request will be considered. In addition to meeting the specific conditions listed on your Offer of Admission letter, you will also need to:

- Accept your Offer of Admission on your OUAC Account – **for OUAC Applicants**
- Accept your Offer of Admission via myInfo – **for non-OUAC Applicants**
- Pay your Confirmation Deposit Payment

If you plan to complete any further studies at an accredited institution after being admitted to Lakehead, your deferral request will be denied and you will have to re-apply for admission through the Ontario Universities' Application Centre.

The Deferral Process – Once You Have Been Admitted:

1. Meet all of your conditions by the appropriate deadlines as stated in your Offer of Admission letter.
2. Accept your Offer of Admission, and submit your Confirmation Deposit Payment Form with payment.
3. Once completed, upload your form to myInfo using the document upload function in your myInfo account. Refer to the "Applicant" tab and select "Document Upload" from the options listed under "Application".
4. If you have registered for courses, ensure that you deregister from them using your myInfo account.
5. You will be notified of the decision through your Lakehead University email account in August.
6. If your request is granted, you will also receive a new Offer of Admission to the following term by mail. You will not be required to reapply.
7. Upon approval of your deferral, you must accept your new Offer of Admission, submit the Response Document along with another Confirmation Deposit Fee, by the stated deadline, as outlined in your new Offer of Admission letter.



Deferral of Admission Request Form for Undergraduate Students:

Last Name:

First Name:

Student ID Number:

Program:

Reasons for Your Deferral Request and Plans for Your Deferral Period:

Please clearly indicate the reason(s) for your request to defer your Offer of Admission. Please be specific. If your response is too short or unclear, your request may not be approved.

(This area is intentionally left blank for the student to provide reasons for their deferral request.)

- I have met all conditions of admission as stated in my Offer of Admission letter.
- I have accepted my Offer of Admission.
- I have paid my \$200 nonrefundable Confirmation Deposit.

Review and Sign Your Deferral of Admission Request Form:

I request that my Offer of Admission to the above program at Lakehead University be deferred until the Fall 2018 Term for the reason(s) stated above. I understand that:

- Lakehead University grants deferrals at its discretion and only when persuaded of the serious and legitimate nature of the request.
- It is my responsibility to ensure that I deregister from any Lakehead University courses.
- I am responsible for any costs or tuition fees incurred as a result of not deregistering from my courses before the published deadlines (refer to the Academic Schedule of Dates found in the Course Calendar: mycoursecalendar.lakeheadu.ca)
- If I attend further studies at an accredited post-secondary institution during the period of deferral, I will have to reapply, pay the application fee and submit official transcripts. I must also submit institutionally-prepared course outlines for post-secondary studies completed.

Signature:

Date:

Personal information on this form is collected pursuant to section 14 of the Lakehead University Act and will be used to aid both deliberations on admission eligibility and essential administrative functions after admission. Any questions on this collection should be directed to: Manager of Undergraduate Admissions, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1, telephone: (807) 343-8500.