

**Return to:**  
 Student Services  
 185 Extended Education Complex,  
 University of Manitoba  
 Winnipeg, MB R3T 2N2

[extended@umanitoba.ca](mailto:extended@umanitoba.ca)

# DEFERRAL APPLICATION FORM

## DEFERRAL CRITERIA

Deferrals of admission are only considered on a case-by-case basis for compelling circumstances and must be approved by Extended Education. If approved, the deferral will be granted for the following term.

Deferral requests must be supported with official documentation and be outside of the student's control. Examples of reasons a deferral may be granted include the following:

- illness
- court appearances
- bereavement
- significant extenuating personal circumstances
- visa permit processing delays

For deferral requests related to visa permit processing delays, supporting official documents and proof that the visa application was submitted in a timely manner are required for consideration.

Financial constraints and changes in personal plans, including employment or attending another educational institution or program will not be considered as valid circumstances for a deferral. Applicants who have missed the tuition payment and course registration deadlines will also not qualify for a deferral.

In order to qualify for a deferral, tuition fees must have been paid in full. If a deferral is approved, all tuition fees will be held and applied to the following program registration. As tuition fees can change, the student is responsible for any additional fees applicable for the following session.

## DEFERRAL FEE

An applicant's first deferral is free. For a second deferral, you will be charged a fee of \$300 CAD. A maximum of two deferrals may be granted per applicant. If an applicant needs a subsequent deferral, they will be required to reapply to the program and pay all applicable fees. Deferral decisions are final and no appeals will be accepted.

## PLEASE INCLUDE THE FOLLOWING WITH YOUR DEFERRAL REQUEST

For visa permit processing delays, provide supporting official documents and proof of the visa application submission date.

Written explanation for why you are requesting a deferral and a summary of actions you will take to ensure you are able to attend the following term

I confirm that I have accepted the Letter of Admission by the deadline stated on the offer.

I confirm I have paid the tuition by the deadline specified on the offer letter.

## STUDENT INFORMATION

\*Family Name:

\*First (Given) Name:

Telephone:

Home Address:

Country:

\*Citizenship:

\* Student Email:

Agency:

Agency Email:

Middle Name(s):

Date of Birth (yy/mm/dd)\*:

City/Town:

Province/State:

Postal Code:

Have you previously been approved for a deferral of admission to the University of Manitoba?

Yes      No

If yes, please provide the UM Student ID number.

*\*Indicates required information*

## PAYMENT FOR SECOND REQUEST FOR DEFERRAL

An applicant's first deferral is free. For a second deferral, you will be charged a non-refundable fee of \$300 CAD.

PayMyTuition/GlobalPay – Please contact our department for more information at: [extended@umanitoba.ca](mailto:extended@umanitoba.ca)

Cheque/Money Order – Payable to the University of Manitoba (post-dated cheques cannot be accepted).

Payment by Credit Card – Complete the following section.

Visa          MasterCard

Please note: We do not process your application until payment is received so payment by bank transfer or cheque may delay your application.

I acknowledge that I have read, understand, and agree to the [refund policy](#)

Student Name:

Date of Birth (yy/mm/dd):

Credit card number:

CVC (Card Verification Code):

Expiry date:

Card holder's name (as it appears on the card):

Amount: \$

CAD

Authorizing signature: \_\_\_\_\_

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purposes of registration, communication, and to facilitate payment. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

## DISCLAIMER

The deadline to apply for a deferral is 6 weeks before the start of classes. Decisions on deferrals will be made within 15 business days. Deferral approvals are at Extended Education's discretion and are not guaranteed. If a deferral is not approved, the student will be issued a refund of the applicable tuition fees according to Extended Education's refund policy. A maximum of two deferrals may be granted per applicant. If an applicant needs a subsequent deferral, they will be required to reapply to the program and pay all applicable fees. Deferral decisions are final and no appeals will be accepted.