

DEFERRED ADMISSION POLICY

Reference Number: RGR - 005

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	Applicants to UCA
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: This Policy ensures equitable treatment of applicants who, due to unforeseen circumstances, seek to defer their admission to the SAS academic programmes to a later academic year. It provides a standardized process for handling deferred admissions requests to maintain transparency and fairness.

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1. POLICY STATEMENT

- 1.1. The University recognizes that applicants may encounter situations requiring them to defer their admission. This policy outlines the process and conditions under which deferred admission may be granted, ensuring fairness and consistency in decision-making.

2. PURPOSE

- 2.1. To establish a clear framework for applicants to request deferred admission, ensuring that such requests are handled systematically and transparently while maintaining the integrity of the admissions process.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This Policy applies to all applicants who have been offered admission to UCA and wish to defer their enrolment to a subsequent academic year.

4. DEFINITIONS

- 4.1. Deferred Admission. Permission granted to an admitted applicant to commence studies later than initially scheduled.

5. POLICY

5.1. Eligibility for Deferred Admission

- 5.1.1. Applicants may request deferred admission due to family, health, personal reasons, financial issues, study visa problems, or participation in certain overseas study programs like Future Leaders Exchange (FLEX).

5.2. Request Process

- 5.2.1. Applicants must submit a written request for deferred admission along with supporting documentation before the start of the academic year for which they were initially admitted.

5.3. Approval and Conditions

- 5.3.1. The Dean evaluates and grants deferred admission requests on a case-by-case basis.
- 5.3.2. Deferred admission is granted for one academic year only.
- 5.3.3. Applicants must confirm their intention to enrol by April 30 of the year they intend to start their studies.

5.4. Reapplication and Finality

- 5.4.1. Applicants granted deferred admission will be admitted in the next academic year without needing to retake admissions tests, interviews, or pay a new application fee.
- 5.4.2. Subsequent requests for deferred admission are not allowed.
- 5.4.3. Denied applicants may either withdraw and reapply for the next year or commence studies as initially planned.
- 5.4.4. The decision of the Dean of the School is final and cannot be appealed.

6. ROLES AND RESPONSIBILITIES

- 6.1. Dean. Reviews and decides on deferred admission requests.
- 6.2. Office of the Registrar. Facilitates the submission process for deferred admission requests and maintains records of decisions.

7. PROCEDURES

- 7.1. Submission of Request
 - 7.1.1. Applicants submit a written request with supporting documents to the Office of the Registrar before the academic year begins.
- 7.2. Review and Decision
 - 7.2.1. The Dean of the School reviews each request, evaluates the supporting documentation, and makes a decision.
- 7.3. Notification
 - 7.3.1. Applicants are notified of the decision, along with any conditions for deferral, by the Office of the Registrar.

8. CONTACT INFORMATION

- 8.1. Office of the Registrar (registrar@ucentralasia.org).

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				