

Overview circumstances

If you have not been able to meet the requirements for the BSA due to circumstances beyond your control, you may submit a request for a BSA deferment.

Follow these steps:

Fill in this Word form as completely as possible (see the next page for an example)

1. Go to the [BSA page](#) and click on "Request for deferment BSA" in the upper right corner.
2. Attach this completed Word form as an attachment. In this case, you can refer to this Word form as an attachment to the questions in the "Request for deferment BSA" application form.
3. Also attach **evidence of your personal circumstances!**

If you have any questions about this form or the "BSA postponement" procedure, please contact your [academic advisor](#).

Timeframe	What opportunities did you use or not use? Think of mandatory education, assignments, practicals, and exams. Please state the course code and name of the course!	Description of circumstances	Influence on academic performance	What steps have you taken? Think about getting in touch with the academic advisor, student counsellor, your GP, examination board, teacher, etc.
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				

Example:

	What opportunities did you use or not use? Think of mandatory education, assignments, practicals, and exams. Please state the course code and name of the course!			What steps have you taken? Think about getting in touch with the academic advisor, student counsellor, your GP, examination board, teacher, etc.
Timeframe		Description of circumstances	Influence on academic performance	
Period 1	Everything: I have completed all the education for both period 1 courses. I have passed all assignments and exams.	--	-	-
Period 2	Unable to take the exam for P2 course 1 (name and course code), but passed the tutorials and presentation. Unable to take the exam for P2 course 2 (name and course code) and missed the second practicum of P2 course, but completed other practicums and a replacement assignment for the missed one. Failed both exams in the resit due to missed course material.	On December 5th, I fell off my bike and suffered a concussion. I visited the doctor and was referred to the hospital. I was told to rest due to headaches and concentration problems. I suffered from these symptoms until the end of January.	Unable to take the first chance of both P2 exams due to difficulty concentrating and headaches, missed a practicum.	Contacted the teacher and study advisor and visited the doctor on December 5th and half-January.
Period 3	Everything	-	-	-
Period 4	Everything	-	-	-
Period 5	Missed many tutorials. I took one course (name and course code), dropped the other halfway, attempted and failed only the exam for (course name and code).	Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest.	Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest.	Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest.

Period 6	Everything	Still suffering from Pfeiffer.	Studying is still very difficult. Unable to retain the study material due to extreme fatigue.	No additional steps taken compared to period 5.
----------	------------	--------------------------------	--	---