



Admissions Deferral Policy (London MSc Programmes only)

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Owner: UK Director of Marketing, Recruitment, Admissions, Communications and Events	
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1. Scope

This policy is applicable to Students seeking to defer the start date of an accepted offer to study a **full-time Specialised Master Programme** at the ESCP London Campus (the “School”). For deferring admission on other programmes, such as Master in Management, Applicants are advised to seek help from their relevant admissions contact person.

2. Introduction

The School normally does not accept requests to defer admission to the next academic year, unless there are exceptional circumstances beyond the Student’s control that prevent them from enrolling. See section (3) below for details.

Students must request a deferral by filling out the form below and sending this to us, along with supporting evidence, by email to the Specialised Master Programme Admissions Department at masterlondonadmissions@escp.eu.

Please note that an email that does not enclose the completed form will not be accepted as a deferral request. The School may request supporting documentation to verify the circumstances outlined in the deferral request during the review process.

The final decision regarding approval of enrolment deferrals is at the discretion of the School management.

3. Admissions Deferral Terms

- 3.1. We will only consider deferral requests in the following exceptional circumstances, provided they are reported as soon as reasonably practicable and in any event within two months of the circumstance arising:
 - a. A severe illness affecting the applicant or a close family member (parent, guardian, partner, or child).
 - b. The death of an immediate family member (parent, guardian, partner, or child).
 - c. Direct and severe impact from natural disasters or catastrophic events such as war, earthquakes, or flooding.
 - d. Visa refusal.
- 3.2. Deferral requests on the grounds of financial issues are strictly not permissible.
- 3.3. If the applicant goes on to cancel the contract during the deferral period, the amount of the Programme Fee retained by the School will be determined according to clauses 34 – 37 of the Terms and Conditions.



- 3.4. Applicants are not permitted to enrol as a degree-seeking student at another college or university during the time of their deferral.
- 3.5. Applicants may not defer their admission for more than one year.
- 3.6. Applicants are allowed to defer their admissions only once.
- 3.7. The conditions of a deferred offer may be varied in accordance with clauses 13 – 16 of the Terms and Conditions.
- 3.8. By deferring their place, applicants will lose the Early Bird Discount and/or any scholarship funds that they were offered at the time of admission. They will still be able to re-apply for a scholarship in the following year.
- 3.9. Requests for a deposit refund during the deferral period will be determined in line with our [Programme Deposit Refund Policy](#).
- 3.10. Requests for deferral of admissions are considered on a case by case basis by a panel of the UK Director of Marketing, Recruitment, Admissions, Communications and Events, the Academic Director and the Head of Finance.
- 3.11. Please note that any approval under this policy (to defer the applicant's studies after an offer has been accepted) does not guarantee that the School will continue to deliver the relevant educational provision in the following academic year. The programme may be varied, withdrawn or suspended in accordance with clauses 13-16 of the Terms and Conditions, in which case the School will comply with those provisions (including by following the [Student Protection Plan](#)).

4. Unsuccessful requests

If the applicant's deferral request is unsuccessful, it is hoped they will choose to join the School this year. If the applicant cannot join this year, they are welcome to apply again for the next academic year once applications open. However, the application will be considered fresh and in competition with all other applications for that intake.

The applicant also has the right to appeal the denied deferral request by submitting a written appeal, including grounds and supporting documentation, to the admissions office. Please follow our [Policy for Admissions Appeals and Complaints](#) for further guidance.



Admission Deferral Form

First Name:

Last Name:

Date of Birth:

Email address:

MSc Programme Name:

Date of acceptance (dd/mm/yyyy):

I wish to defer my enrolment to (yyyy):

Give a brief explanation of why you are requesting this deferral and what do you intend to do during this time. Please submit evidence to support your application.

Acknowledgement:

I understand that a deferral, if granted, will only be granted for up to one year from the start of the term I was admitted to. After one year has passed I understand that in order to be considered for the programme I must submit a new application and new supporting documents. By signing below, I acknowledge that I understand and will adhere to the deferral terms stipulated on this form.

I understand I may lose the deposit which was paid to reserve my place in the upcoming programme intake I was admitted to if I do not comply with the above terms, as per the [Programme Deposit Refund Policy](#).

Signature:

Date:

Please email the completed form with the supporting evidence to the Specialised Master Programme Admissions Department at masterlondonadmissions@escp.eu.