**ACADEMIC CONGREGATIONS**

**REQUEST FOR DEFERRAL**

It is University policy that attendance at Congregations cannot normally be deferred – you are expected to attend the ceremony following the conferral of your award. This also applies to option to retrieve students who should attend their scheduled ceremony and not wait for a later congregation. However, deferral may be permitted if genuine circumstances prevent you from attending your ceremony. To apply for deferral please complete this form and return it to the Congregation Office (email: rg.congregations@northumbria.ac.uk or fax: 0191 227 3009). Please note you must apply for deferral before the date of your original ceremony and attend a new ceremony within one year of this date. A response to your deferral request will be sent to your Northumbria email address within 10 days. If you have any queries please contact the Congregation Office by email or tel: 0191 227 4063.

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| **Name** | **Student Registration Number** | **Course** |
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| **Please state the reason that you are not able to attend your congregation ceremony in the box below.** |
| Signed……………………………………………………….……………………………..Date …………………………………… |

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| **Preferred date for deferral – please indicate which ceremony you wish to defer to by ticking the relevant box.** |
| I would like to attend in the ceremony in  | Summer  | Winter  |

**Office Use Only**

Approved Student Informed School Informed Invited to Ceremony