



EXAM DEFERRAL APPLICATION

FIC Student Services

**APPLICATIONS FOR SICKNESS CLAIM MUST BE SUBMITTED
WITHIN 3 DAYS OR 72 HOURS OF THE EXAMINATION**

Deferred examinations are conducted at the discretion of FIC and only as a consequence of serious illness or personal circumstances that have the potential to impinge significantly on examination performance. An Examination Deferral or Sickness Claim will only be considered with written evidence (e.g., official medical documentation) to support the claim. Supporting evidence, clearly stating specific reasons, must be submitted with the deferred examination application. Headaches, colds, examination nerves, 'medical condition', arriving late for the examination, misreading the examination timetable, public transport did not run/was late, returning home, will not be accepted as grounds for a Deferred Final Examination. In addition, financial difficulties cannot be accepted as legitimate grounds for deferring an examination(s).

To be eligible for a Deferred Final Examination, students must satisfy *all* of the following conditions:

1. The student must have satisfactory attendance (80%) in the scheduled classes for the course;
2. The student must have completed and passed the semester assessment requirements specified in the course outline; and
3. The extenuating circumstances must be significant and be supported by evidence.
 - a. *Please include a Health Care Provider Statement" or additional supporting documentation. Where medical documentation is submitted, it must be from a practicing doctor recognized by the Canadian Medical Association and written in English.*

FAMILY NAME: _____ FIC STUDENT#: _____

FIRST NAME/S: _____

PHONE: _____ EMAIL: _____

COURSE CODE	INSTRUCTOR	EXAM DATE

FIC DEFERRED EXAMINATIONS POLICY

- Approval for Deferred Exams is not guaranteed– each application will be individually assessed.
- A **non-refundable** \$50.00CDN fee applies to all applications for deferred exams, i.e., two deferred examinations = \$100; three exams = \$150 etc. Fees must be paid at the time of application.
- All applicants will be advised of the outcome of this application by within one week of submitting the application. It is the responsibility of each applicant to check emails and/or contact FIC Reception **daily** to determine if his or her application is successful.
- If successful, deferred examinations are written no later than 10 business days after the start of the following semester.
- If this course(s) is your final course required for completion of your program, the delay caused by this Deferred Exam may result in SFU’s refusal to accept you for your intended transfer semester.
- Students writing a deferred exam are not permitted to audit the course, utilise office hours or contact the professor for assistance. Attempting to do so will result in the cancellation of the deferred examination.

I have read and understand the conditions of this application. I have read and understand the FIC Deferred Examinations Policy.

Student Signature: _____

Received by: _____ Date: _____