



Deferment/Leave of Absence Policy

The following is the Office of Student Financial Aid and Scholarships policy on deferring general university scholarships. This policy applies to currently enrolled students only. Scholarship deferment/leave of absence for entering freshman are at the discretion of the Office of Undergraduate Admissions. This policy is for general university scholarships only. It does not apply to SC State Scholarships.

1. Students must complete a Deferment/Leave of Absence Request Form and submit it to the Office of Student Financial Aid and Scholarships prior to the beginning of the requested semester(s).
2. Scholarship deferment/leave of absence will be automatically approved for the following reasons:
 - a. Internships or co-ops that do not carry academic credit
 - b. Study abroad programs that are not for academic credit or not approved by the Office of International Programs.
 - c. Receiving a national scholarship.
 - d. Documented medical reason. *You must submit written documentation from your doctor explaining your request for a leave of absence along with the deferment request form.*
 - e. Documented military service. *You must submit written documentation of your required military service along with the deferment request form.*
3. Any situation that does not fall within one of the above will be approved or denied at the discretion of the Office of Student Financial Aid and Scholarships taking into account University/Scholarship administrative responsibility, overall student benefit, consistency of decision, etc.
4. Scholarship deferment/leave of absence generally will only be approved for up to one academic year.
5. Students must maintain the required cumulative 3.0 USC System GPA for deferment/leave of absence request approval. This also applies to previously approved requests.

General University Scholarship Deferment/Leave of Absence Request

(If you have a Departmental Scholarship, you must contact the awarding department about a deferment. This request does not apply to SC State Scholarships.)

Name <i>(please print)</i>	VIP ID/ Banner ID
Signature	Date

Please defer the General University Scholarship(s) I have listed below during the time period indicated.

<u>Name of Scholarship(s) to be Deferred</u>	<u>Academic Period for Which Deferment is Requested (Fall/Spring/All Year)</u>
1. _____	_____
2. _____	_____
3. _____	_____

I am requesting this deferment of my scholarship because during the period noted I will:

- A. ____ be away from campus on an internship or co-op
- B. ____ be away from campus studying abroad
- C. ____ be receiving a national scholarship _____
Name of Scholarship
- D. ____ Other* (Please describe) _____

**Additional documentation is required. Please see reverse side for details.*

- ◆ You will be notified if your request is **not approved**.
- ◆ Approval will extend the period of the scholarship(s) deferred by a period equal to the length of the deferment requested above.
- ◆ Deferments will only be granted for a time period of no more than one academic year.

Policy on Reverse Side

-----*For Office Use Only*-----

_____ Approved

_____ Denied Reason: _____

Date: _____ Initials: _____