



## Scholarship Deferment Policy and Form Office of Student Financial Aid-Scholarships

**This policy pertains to the following scholarship programs:**

<b>NAU Merit Scholarship</b>	<b>Dean's Scholarship</b>	<b>President's Scholarship</b>
<b>President's Non Resident Scholarship</b>	<b>Regents High Honors Endorsement (AIMS)</b>	

### **DEFERMENT POLICY**

Students continuing in programs named above may apply for deferment of their scholarship for the purpose of taking part in activities that would interrupt their required continuous enrollment at Northern Arizona University. The following conditions apply:

- Students must attend at least one semester at NAU before they are eligible for a deferment unless request is for medical leave or special learning experiences (e.g. Rotary Youth Exchange Program) which occur prior to attendance.
- Students must meet the criteria for renewal prior to their planned departure. Students who have had an appeal approved to maintain their scholarship are not eligible for deferment until scholarship criteria are met.
- Deferments will be granted based on the student meeting the minimum scholarship renewal criteria of a 2.5 cumulative grade point average and completion of 30 credit hours for the academic year (fall and spring semesters combined). Students who begin deferment the spring semester must meet the minimum criteria of a 2.5 cumulative grade point average and completion of 30 credit hours for the previous fall semester.
- This application must be submitted and approved prior to planned departure. Failure to obtain approval prior to departure will result in loss of scholarship.
- Catastrophic and extenuating circumstances such as medical situations and death in the immediate family are done by special review. The Scholarship Deferment Form, with corresponding documentation should be submitted to the NAU Office of Student Financial Aid-Scholarships. Length of deferment will be based on the circumstances, not to exceed two academic years.
- Deferment applications should be submitted no later than one month prior to the requested leave of absence.
- Students must submit all required documentation for leave of absence with a deferment application request (e.g. letter from physician or religious official, letter of acceptance into internship program, call to active duty, etc.) Incomplete applications may be denied.
- Each application for deferment will be considered independently according to circumstances of that leave of absence. Common examples of eligible "activities" include:
  - 1) Involuntary U.S. military service (In the event of a military crisis or when draft is in effect)
  - 2) NAU sponsored cooperative education programs or NAU sponsored internship programs
  - 3) Religious missions
  - 4) Other requests (i.e., medical leave and special learning experiences) are by special review
- Students must return to NAU in the semester immediately following the completion of the approved deferment.
- Any changes to the deferment that are not approved by the Office of Student Financial Aid- Scholarships may result in loss of the scholarship.
- Students may not receive more than one deferment, which may not exceed two academic years. Religious missions may extend to two and one-half years.
- Students may not attend another educational institution during the deferment period.

### **RETURNING TO NAU**

Students must submit a letter addressed to the NAU Office of Student Financial Aid - Scholarships stating their intention to return to NAU. The letter should include the student's name, NAU ID number, current address, daytime phone number and semester they intend to return. Students returning from a religious mission must also include a letter from their religious official stating the date their mission was completed. All other students must submit verifiable confirmation as to why they were not in attendance (e.g. a doctor's note in the case of a medical leave).



# Scholarship Deferment Form

Office of Student Financial Aid-Scholarships

Name: \_\_\_\_\_ NAU ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of NAU Scholarship: \_\_\_\_\_ Year Received: \_\_\_\_\_

Period Requested for Deferment: From \_\_\_\_\_ to \_\_\_\_\_

Semester you anticipate returning to NAU: \_\_\_\_\_

**REASON FOR DEFERMENT REQUEST:** Please explain in the space provided (or on a separate sheet) your reason for requesting a deferment. You must attach supporting documentation of circumstances necessitating the deferment of your scholarship (e.g. letter from physician or religious official, letter of acceptance into internship program, call to active duty, etc.)

---

---

---

---

---

---

---

---

### CERTIFICATION STATEMENT

- I understand and agree to the following stipulations relative to the deferment of my scholarship:
- I must return the semester immediately following the approved deferment period and will notify the Office of Student Financial Aid one month prior to returning.
  - I must meet the renewal criteria at the time of deferment for my scholarship.
  - I will have completed a minimum of one semester at NAU before this deferment begins unless request is for medical leave or special learning experiences which occur prior to attendance.
  - I must inform the Office of Student Financial Aid in writing of any alterations of circumstances relative to the deferment or risk losing that deferment.
  - I may receive only one scholarship deferment that cannot exceed two years, unless it is for a religious mission, which may extend to two and a half academic years.
  - I will not attend another educational institution during the deferment period (excludes NAU sponsored study abroad).
  - I understand that submission of this request for deferment does not guarantee automatic approval.

STUDENT SIGNATURE

DATE