**Overview of circumstances**

If you have not been able to meet the requirements for the BSA due to circumstances beyond your control, you may submit a request for a BSA deferment.

Follow these steps:  
Fill in this Word form as completely as possible (see the next page for an example)

1. Go to the [BSA page](https://vu.nl/en/student/study-progress/binding-recommendation-on-continuation-of-studies-bsa) and click on "Request for BSA Deferment" in the upper right corner.
2. Upload this completed Word form.
3. Also attach **evidence of your personal circumstances**!

If you have any questions about this form or the "BSA postponement" procedure, please contact your [academic advisor](https://vu.nl/en/student/contact-student-guidance-and-support/academic-advisor).

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| --- | --- | --- | --- | --- |
| Timeframe | What opportunities did you use or not use? Think of mandatory education, assignments, practicals, and exams. Please state the course code and name of the course! | Description of circumstances | Influence on academic performance | What steps have you taken? Think about getting in touch with the academic advisor, student counsellor, your GP, examination board, teacher, etc. |
| **Period 1** |  |  |  |  |
| **Period 2** |  |  |  |  |
| **Period 3** |  |  |  |  |
| **Period 4** |  |  |  |  |
| **Period 5** |  |  |  |  |
| **Period 6** |  |  |  |  |

***Example:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timeframe | What opportunities did you use or not use? Think of mandatory education, assignments, practicals, and exams. Please state the course code and name of the course! | Description of circumstances | Influence on academic performance | What steps have you taken? Think about getting in touch with the academic advisor, student counsellor, your GP, examination board, teacher, etc. |
| **Period 1** | Everything: I have completed all the education for both period 1 courses. I have passed all assignments and exams. | -- | - | - |
| **Period 2** | Unable to take the exam for P2 course 1 (name and course code), but passed the tutorials and presentation. Unable to take the exam for P2 course 2 (name and course code) and missed the second practicum of P2 course, but completed other practicums and a replacement assignment for the missed one. Failed both exams in the resit due to missed course material. | On December 5th, I fell off my bike and suffered a concussion. I visited the doctor and was referred to the hospital. I was told to rest due to headaches and concentration problems. I suffered from these symptoms until the end of January. | Unable to take the first chance of both P2 exams due to difficulty concentrating and headaches, missed a practicum. | Contacted the teacher and study advisor and visited the doctor on December 5th and half-January. |
| **Period 3** | Everything | - | - | - |
| **Period 4** | Everything | - | - | - |
| **Period 5** | Missed many tutorials. I took one course (name and course code), dropped the other halfway, attempted and failed only the exam for (course name and code). | Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest. | Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest. | Diagnosed with Pfeiffer in May, began with a throat infection and subsequently suffered severe fatigue. I still experience a lot of fatigue and need a lot of rest. |
| **Period 6** | Everything | Still suffering from Pfeiffer. | Studying is still very difficult. Unable to retain the study material due to extreme fatigue. | No additional steps taken compared to period 5. |