**OVERVIEW 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.

Please follow these steps:

1. Fill out the green boxes of this overview as completely as possible (see next page for example).
2. Go to the [BSA page](https://vu.nl/en/student/study-progress/binding-recommendation-on-continuation-of-studies-bsa#law), click on the blue button in the upper right corner ‘Request for BSA Deferment’ and fill out the form.
3. Attach the completed ‘Overview circumstances’.
4. Upload evidence of your personal circumstances. Is it in your case not possible to provide supporting documents? Then please attach an empty file.

If you have any questions about this form or the ‘BSA deferment’ procedure, please contact the [academic advisors](https://vu.nl/en/student/contact-student-guidance-and-support/academic-advisors-faculty-of-law).

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| --- | --- | --- | --- | --- |
|  | **Name** | Click or tap here to enter text. | **Student number** | Click or tap here to enter text. |
|  |  |  |  |  |
|  | **What opportunities did you use or not use? Think of courses, classes, assignments 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 your GP, academic advisors, student counsellors, examination board, course coordinators, etc.** |
| **Period 1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Period 2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Period 3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Period 4** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Period 5** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Period 6** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | XXXXXXXX | **Student number** | 0000000 |
|  |  |  |  |  |
|  | **What opportunities did you use or not use? Think of courses, classes, assignments and exams. Please state the name and code of the course** | **Description of circumstances** | **Influence on academic performance** | **What steps have you taken? Think about getting in touch with your GP, academic advisors, student counsellors, examination board, course coordinators, etc.** |
| **Period 1** | I used all opportunities: I have completed all the education for both courses in period 1. I have passed all assignments and exams. | - | - | - |
| **Period 2** | Unable to take the exam for course .. [name and code], but passed the assignments and presentation. Unable to take the exam for course .. [name and code].  | 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 participate in both exams due to difficulty concentrating and headaches. | Consulted my GP on December 5th and half-January. Contacted the academic advisors and informed the course coordinators. |
| **Period 3** | Did everything | - | - | - |
| **Period 4** | Used all opportunities | - | - | - |
| **Period 5** | Because I missed too many seminars for course .. [name and code], I was excluded from the examination. I dropped course .. [name and code] halfway. Eventually, I only attempted the exam for .. [course name and code]. Unfortunately that was not successful. | Diagnosed with glandular fever in May, began with a throat infection and subsequently suffered severe fatigue. Still experienced a lot of fatigue and needed a lot of rest. | Headache and trouble concentrating. Missed several lectures and seminars. I did not manage to meet attendance requirements for course .. [name and code].  | Went to the GP and made a follow-up appointment with the academic advisors. Together we have adjusted my study planning. |
| **Period 6** | Resits of .. [name and code] and .. [name and code]. Failed both. | Still suffering from glandular fever. | Studying was still very difficult. Largely unable to retain the study material due to extreme fatigue. | No additional steps taken compared to period 5. |