



CLAS National Diploma Withdrawal and Deferral Policy

Withdrawal

Enrolled candidates who decide to withdraw from the Diploma should inform the Diploma Administrator as soon as possible.

- Whether you have registered to submit all modules in one year or on a modular basis, you may only withdraw completely from the Diploma with a full refund if you advise the Diploma Administrator by 30 April in the year you submit or, in the case of modular submission, the year you first submit work for assessment.
- If the Diploma Administrator receives notification after 30 April of that year, you will not be entitled to a refund. This is due to costs involved in organising venues and assessors.

Deferred entries

In some circumstances you may choose to defer your submission of work for one year only, as outlined below.

If you have registered to submit all modules in one year:

- You should notify the Diploma Administrator (diploma@clas.co.uk) as soon as you can that you wish to defer.
- If you notify the Diploma Administrator by 30 April in the year of submission, you may defer **for one year only**, without giving a reason, OR you may change to modular submission by paying the extra fee, which gives you the opportunity to submit modules over three years (for Foundation level), four years (for Intermediate) and five years (for Advanced).
- After 30 April, a change from full submission to modular submission will not be possible.
- If you notify the Diploma Administrator that you wish to defer after 30 April, it may only be possible if there are extenuating circumstances. Again, the maximum deferral period is one year and you should request the deferral by emailing the Diploma Administrator, stating your reason. This will then be considered by the CLAS Academic Standards Board Diploma team and you will be informed if you have been successful in your request. If you have not been successful, no fees will be refunded.

If you have registered to submit on a modular basis:

As per the rules for modular submission, you do not need to submit a module every year, provided that you submit all modules within the time limit: three years from registration (for Foundation level), four years (for Intermediate) and five years (for Advanced). However, if you intend to submit a module/modules in a given year and have paid the postage cost for that year, the following rules apply:

- If you have paid fees to submit a module in a given year, and you notify the Diploma Administrator by 30 April of that year that you wish to defer (you do not need to give a reason), your payment will be rolled over until the following year, and the total number of years available for your submission will be increased by one year. For example, if you register modular submission in 2021 for Intermediate level, you will normally have until 2024 to submit your final module. If you defer, you will have until 2025.
- If you have paid fees to submit a module in a given year, and you notify the Diploma Administrator you wish to defer after 30 April of that year, it may only be possible to do so if there are extenuating circumstances. You will need to state the reasons for your request. This will then be considered by the CLAS Academic Standards Board Diploma team and you will be informed if you have been successful in your request. If so, your payment will be rolled over to the following year and the total number of years available for your submission will be increased by one year. If you are unsuccessful, your fee for that year will be forfeit, and you will still need to submit all your modules by the final year. If you are unsuccessful and it is your final year for submission (whether or not you have paid fees to submit that year), it will not be possible to achieve the full Diploma.

In either case you may not defer more than once

The decision of the CLAS Academic Standards Board Diploma team will be final without the possibility of appeal.

All notifications for the purposes of this policy must be by email addressed to diploma@clas.co.uk