

# Queen Margaret University Student Deferral Request Form

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Section B - To be completed by the Programme Leader

This form should be typed and submitted electronically to [thinkingofleaving@qmu.ac.uk](mailto:thinkingofleaving@qmu.ac.uk)

1. PROGRAMME  
LEADER \$ NAME

The Thinking of Leaving Team will notify the student of the outcome of this request. A copy of the form will be sent to the Programme Leader, Registry and any other relevant department e.g. Finance, Health, Safety, etc.

For use by the Thinking of Leaving team

Sent to Programme Leader	
Returned to TOL by Programme Leader	
Student notified of outcome	
School Office notified of outcome	
Other relevant departments notified	