

APPLICATION FOR A DEFERRAL

This application form is used to request to defer one or more CPLed modules or competency evaluations. Please read and follow the attached instructions to avoid delay or rejection of your application.

Student Information	
Last Name	First Name
Email	Phone

Request
<p>I request to defer the following module(s):</p> <p> <input type="checkbox"/> Oral Advocacy: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Drafting Contracts: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Interviewing & Advising: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Written Advice & Advocacy: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Negotiations: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Practice Management: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Legal Research & Writing: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Client Relationship Management: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Drafting Pleadings: <input type="checkbox"/> CE <input type="checkbox"/> Full module <input type="checkbox"/> Supp <input type="checkbox"/> Ethics & Professionalism: <input type="checkbox"/> CE <input type="checkbox"/> Supp </p>

Reason for Deferral	Supporting Documentation
<p>I request to defer for the following reasons:</p> <p> <input type="checkbox"/> Illness/Medical Condition <input type="checkbox"/> Religious Conviction <input type="checkbox"/> Domestic Affliction/Bereavement <input type="checkbox"/> Other Special or Unusual Circumstance, namely: </p>	<p>I am providing the following documentation in support:</p> <p> <input type="checkbox"/> Medical documentation <input type="checkbox"/> Letter from my religious organization <input type="checkbox"/> Death certificate, accident report, or similar evidence <input type="checkbox"/> Other (specified below) </p> <p>The above documentation is:</p> <p> <input type="checkbox"/> Attached <input type="checkbox"/> To follow </p>

Additional Information (attach a separate sheet if required):

I confirm that I have read and understood the instructions and requirements of this form and that all the information and documentation provided in support of this application are accurate and true. Further, I authorize the Legal Education Society of Alberta and the Law Society of Alberta to contact those who have provided documentation submitted in support of this application, including but not limited to medical documentation, for purposes of verifying authenticity.

Student Signature	Date [YYYY-MM-DD]
-------------------	-------------------

Decision (Office Use Only)	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied
Conditions, if any:	Reasons for Decision <input type="checkbox"/> Reasons do not indicate serious illness or extraordinary circumstances beyond student's control <input type="checkbox"/> Insufficient documentation <input type="checkbox"/> Other
Other Comments (attach a separate sheet if required):	
Director Signature	Date

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A DEFERRAL

Please read and follow these instructions to avoid delay or rejection of your application.

General Information

1. **Application for a Deferral.** An application for deferral of the requirement to complete a mandatory assignment, competency evaluation, or examination shall be governed by Rule 62. Students who are unable to complete a CPLED assignment, competency evaluation, examination, or supplemental may apply to the Director of CPLED Alberta for a deferral **on or before the scheduled date of the requirement**.
2. **Documentation.** Within **seven days of the student's application**, the application must be supported by evidence satisfactory to the Director that the student is suffering from illness or other circumstances that materially contributed to his or her inability to complete the requirement (CPLED Alberta Student Guide).
3. **Belated Requests for a Deferral.** A belated request for a deferral is accepted in the limited circumstances in which the student is able to show objectively that their judgment (at the time of the requirement) was impaired to such an extent that they were unable to know that a deferral should have been requested. Generally, this determination is only made on the basis of medical, psychiatric or psychological evidence.
4. **Decision.** The Director may grant a deferral to a time and place determined by the Director and within a reasonable time of the original requirement (CPLED Alberta Student Guide). Where no application is received or the Director is not satisfied that the application is adequately supported by evidence, the Director may rule that the student stands failed in the requirement (CPLED Alberta Student Guide). There is no appeal from the Director's decision regarding deferrals (Rule 62). The Legal Education Society of Alberta will notify you of the Director's decision by email within 10 business days of receipt of all supporting documentation.

Instructions for Completing an Application for a Deferral

1. Complete the application in full.
 - (a) **Student Information.** Complete the Student Information section, including an email and phone number at which to contact you if further particulars are required. For official correspondence, the Legal Education Society of Alberta uses the current contact information on file. If your contact information has changed, contact the Legal Education Society of Alberta's Student Coordinator as soon as possible.
 - (b) **Request.** Identify the specific modules and/or competency evaluations you are requesting to defer.
 - (c) **Reason for Deferral.** Identify the reason for your request to defer. Deferrals may be granted in cases of serious illness or extraordinary circumstances beyond the student's control. Travel plans and work-related conflicts are not valid reasons for a request.
 - (d) **Supporting Documentation.** Requests are not approved without written evidence of the need for a deferral. Supporting documentation is required in all circumstances. Submission of documentation does not in itself constitute grounds for approval. The reasons in support of the request must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that would warrant deferral. Note the following:
 - (i) If you are requesting to defer due to a serious illness or medical condition, then you must be seen by a physician while you are ill. Medical documentation must be on official letterhead of the service provider and include (a) date of onset of illness and date seen by the physician, (b) anticipated date of recovery, and (c) degree of incapacitation.
 - (ii) If you are requesting to defer due to a religious conviction, then you must provide a letter from your religious organization. Religious documentation must be on official letterhead of the religious organization.
 - (iii) If you are requesting to defer due to a domestic affliction/bereavement (e.g. a death in the family or serious accident), then you must provide a copy of the death certificate, accident report, or other similar documentation.
 - (iv) If you are requesting to defer due to a special or unusual circumstance such that the requirement to attend and participate would be unfair or unreasonable, then please consult the Legal Education Society of Alberta regarding appropriate documentation.
 - (e) **Signature.** Sign the application either digitally or in writing to confirm that you have read and understood the instructions and requirements of the form and that all the information and documentation provided in support of the application is accurate and true. By signing this form, you are also authorizing the Legal Education Society of Alberta and the Law Society of Alberta to contact those who have provided documentation submitted in support of the application, including but not limited to medical documentation, for purposes of verifying authenticity.
2. Submit the application form and supporting documentation to the Legal Education Society of Alberta, Attn: Student Coordinator at 2610, 10104-103 Avenue, Edmonton, Alberta, T5J 0H8 or by email to craig.edhart@lesa.org.