

## Gap Year Planning Template

This free planning template is designed to help you structure a meaningful and productive gap year. It includes month-by-month activity planners, financial budgeting worksheets, and college deferral request guidance. Use it to create a clear, actionable plan that aligns with your goals and ensures a smooth transition to college.

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### Part 1: Month-by-Month Gap Year Planner

Use this 12-month planner to outline your goals, activities, and milestones.

#### Month 1-3: Foundation & Earning

- **Goals:** Secure stable income, establish a budget, set savings targets.
- **Activities:** Full-time job, internship, or apprenticeship. Begin tracking expenses.
- **Milestones:** Save \$3,000–\$5,000, open a high-yield savings account.

#### Month 4-6: Skill Development & Exploration

- **Goals:** Gain new skills, explore career interests, volunteer.
- **Activities:** Enroll in a course (online or in-person), volunteer locally, job shadow.
- **Milestones:** Complete a certification, log 50+ volunteer hours.

#### Month 7-9: Travel or Immersion Experience

- **Goals:** Cultural exposure, language learning, personal growth.
- **Activities:** Structured travel program, work exchange (e.g., WWOOF), or independent travel with a purpose.
- **Milestones:** Travel to 1–2 countries, complete a travel journal or blog.

#### Month 10-12: Re-entry & College Prep

- **Goals:** Prepare for college, finalize logistics, reconnect academically.

- **Activities:** Part-time work, online college prep course, complete FAFSA, secure housing.
- **Milestones:** Save an additional \$2,000–\$4,000, submit all college forms.

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## Part 2: Financial Budgeting Worksheets

### Annual Income Projection

Source	Monthly Estimate	Annual Total
Job Income	\$2,000	\$24,000
Side Hustle	\$300	\$3,600
Gift Money	\$100	\$1,200
<b>Total Income</b>	<b>\$2,400</b>	<b>\$28,800</b>

### Monthly Expense Tracker

Category	Budgeted Amount	Actual Spending
Rent/Utilities	\$500	
Food/Groceries	\$250	
Transportation	\$150	
Phone/Internet	\$80	
Entertainment	\$100	
Savings (College Fund)	\$800	
<b>Total Expenses</b>	<b>\$1,880</b>	

### College Savings Goal Tracker

Month	Target Savings	Actual Savings	Notes
Month 1	\$800		
Month 2	\$800		

...	...		
<b>Year-End</b>	<b>\$9,600+</b>		Aim for \$10K–\$15K+

### Part 3: College Deferral Request Guidance

#### Step 1: Research Policies

- Check your college's website for "gap year" or "deferral" policies.
- Contact the admissions office to confirm if scholarships/financial aid are deferred.

#### Step 2: Draft Your Deferral Request

##### Key Elements to Include:

1. **Gratitude:** Thank them for your admission.
2. **Clear Request:** State you're requesting a one-year deferral.
3. **Detailed Plan:** Summarize your structured gap year activities (refer to Part 1).
4. **Rationale:** Explain how this year will prepare you for greater success at their institution.
5. **Reaffirmation:** Reiterate your commitment to attend after the gap year.
6. **Contact Information:** Provide your phone and email.

##### Sample Deferral Request Outline

Dear [Admissions Office],

I am writing to formally request a one-year deferral of my admission to [University] for the [Year] academic year. I was thrilled to be accepted and remain deeply committed to attending. During my gap year, I plan to [briefly describe key activities, e.g., work full-time to save for college, volunteer with AmeriCorps, and complete a coding bootcamp]. This structured experience will allow me to gain maturity, clarity in my academic interests, and financial preparedness.

I believe this gap year will enhance my ability to contribute meaningfully to the [University] community. I have attached a detailed plan outlining my activities and goals.

Thank you for considering my request. I look forward to confirming my enrollment for [Year+1].

Sincerely,

[Your Name]

### **Step 3: Submit & Follow Up**

- Submit your request by the college's deadline (usually May–June).
- Follow up politely if you don't hear back within 2–3 weeks.
- Once approved, confirm in writing and complete any required deferral forms.

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### **Part 4: Accountability & Reflection**

#### **Monthly Check-In Questions**

- What did I accomplish this month?
- Am I on track with my savings goals?
- What did I learn about myself or my career interests?
- What adjustments do I need to make for next month?

#### **Gap Year Mentor/Accountability Partner**

- Identify a trusted adult (family member, teacher, mentor) to meet with quarterly.
- Share your progress using this template.
- Discuss challenges and adjust plans as needed.

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### **Part 5: College Re-Entry Checklist**

- Confirm enrollment and housing for your start term.

- Complete FAFSA and any institutional financial aid forms.
- Register for orientation and first-semester classes.
- Join social media groups for your incoming class.
- Schedule a meeting with your academic advisor (if possible).
- Set up a budget for your first semester of college.

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### **Download Instructions**

1. **Save** this template as a PDF or editable document.
2. **Print** copies for planning and tracking.
3. **Share** with parents, mentors, or advisors for feedback and accountability.

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**Remember:** A successful gap year is intentional, structured, and goal-oriented. Use this template to build a year of growth that prepares you for college and beyond.

*For help crafting a compelling deferral request or personal statement, consider consulting trusted resources or writing services to ensure your plan is presented clearly and persuasively.*