IT Sligo
An Institiúid Teicneolaíochta, Sligeach

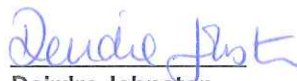## Procedure Title: Deferral of Places on Online/Part-time Programmes

Written By: Approved By:

_____

Fidelma Conway   Deirdre Johnston   Gerry Hegarty
                                          Registrar's Dept.   Student Affairs Manager

1. Purpose & Scope

This document presents the process which students must follow in order to defer their place on any programme of study. This procedure covers all students registered on part time and online programmes

2. Reference Documents

2.1 IT Sligo Online Programme Fee schedule
2.2 IT Sligo Academic Calendar
2.3 Decisions recorded at the Academic Processes Committee of the Academic Council.

3. Procedure Description

The procedure outlines the process students must follow to apply for a deferral from a programme, the refund rules that apply when all fees have been paid and the tuition fees payable on re-registration.

4. Online Learning /Part Time Programmes

4.1 A request to defer an Online or Part time programme or module must be made by emailing the deferral form to odlforms@itsligo.ie see Appendix A (also available on the Moodle General Support page or email Admissions -admissions@itsligo.ie).

4.2 Requests for Deferrals will be accepted/considered up until **31st October** (for Semester 1 and year long programmes) and **31st January** (for Semester 2) each year.

4.3 Where **full fees for the academic year (Semester 1 and 2)** have been paid, and in the event that the request for the deferral is approved, refunds in relation to tuition fees will be dealt with as follows:

4.3.1 €250 booking deposit is non-refundable;

4.3.2 A full refund (less €250 booking deposit) will be given if the deferral is granted before 31st October.

4.3.3 Where a student applies for a deferral between 31st October to 31st January a 50% refund of fees paid will apply.

4.3.4 No refund will be payable if the deferral request is received after 31 January.

4.3.5 In the case of 4.3.2 and 4.3.3 the student is liable to pay the full or balance of any fees due for the following academic year, or semester.

1

Admissions Office

4.3.6 The student can defer an on-line/distance learning programme or module one time only. If this is not adhered to, any monies paid by the student to IT Sligo will be forfeited.

4.3.7 Where a student only commences a programme in January, they are entitled to a refund (less the deposit) if full fees have been paid for the semester and if they withdraw before the end of February.

5. Re-registration

The student must state their intention to take up their deferred place by contacting Admissions by email to admissions@itsligo.ie no later than two months prior to the commencement of the Programme.

6. Appeal

If a student is unhappy with a decision made under this procedure, they may appeal against it by writing to the Registrar setting out the facts and contentions on which they wish to base their appeal. The Decision of the Registrar or his/her nominee in the matter will be final.

6.1 Ombudsman
A student who is dissatisfied with the outcome of an appeal under this procedure has the right of recourse to the Ombudsman.

Contact details are as follows:

Office of the Ombudsman
18 Lower Leeson Street
Dublin 2
Tel: Lo-call 1890 22 30 30
Tel: 01 639 5600
Fax: 01 639 5674
Email: ombudsman@ombudsman.gov.ie
www.ombudsman.ie

7. Records Generated by this Procedure and their location

The following documents to be stored by the Admissions office:

- Completed deferral application form
- Any third party or documentary evidence directly pertaining to the deferral request

8. Revision History

Revision No	Description of Change	Issue Date	Status
	New Procedure	To APC 21/2/18	Approved by Academic Council 16/03/2018

Admissions Office

Appendix A: Deferral Application

IT Sligo
An Institiúid Teicneolaíochta, Sligeach

Name	
Mailing Address	
Email	
Mobile number	
Student Number	
Date of Birth (DD/MM/YY)	Day Month Year
Programme and year for which the deferral is being requested	Name of Programme: Year:
Reason for Deferral request Please attach any supporting documentation	
I understand that deferring my current programme of studies may have certain fee implications.	

Student Signature: _____ Date: _____

Entered on Banner by: _____ **Stamp:**

Date: _____

Refund due: Y ☐ N ☐ Amount: _____
Bank details received: Y ☐ N ☐

Signed: _____ Date: _____

Admissions Office