

Deferral of Places on Full time Programmes Procedure

Area Code:	ADM
Author:	Evelyn Glynn
Head of Function responsible:	Gerry Hegarty, Student Affairs Manager
Approving Authority:	VP Academic Affairs & Registrar

1. Purpose of Document

This document presents the process which students must follow in order to defer their place on any programme of study.

2. Scope

This Procedure covers all students on full – time programmes

3. Reference Documents

CAO Procedures
HEA Free Fees Scheme
IT Sligo Academic Calendar

4. Procedure

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

4.1 First year full time students

First year students can request a deferral at the time of offer from the CAO or during the Academic year. If a student wishes to defer their programme on receipt of the offer from the CAO, they do not accept the offer. Instead they make a written request to the Admissions Office (admissions@itsligo.ie) seeking a deferral and stating the reason. Deferrals may be granted for medical reasons supported by documentary evidence and certain other exceptional reasons.

This correspondence must contain the student name as it appears on the CAO application, the CAO number and the course code of the offer they wish to defer. Admissions will acknowledge receipt of this request and inform the applicant of the process of reapplying to the CAO. A first year student may apply for a deferral during the Academic year by completing the deferral Form (Appendix A) available from the Admissions office.

4.1.1 Second and Subsequent year full time students:

Second and subsequent year full time students must complete the Deferral Form (Appendix A) available from the Admissions Office. The completed form is then submitted to the Admissions office for approval.

4.2 Students on Add – On Programmes:

Students may request a deferral at the time of offer from the Admissions Office in July. Students must complete the Deferral Form (Appendix A) available from the Admissions office. The completed form is then submitted to the Admissions office for approval.

4.2.1 Deferrals during the Academic year

All full - time students may request a deferral at any stage during the Academic year. Students must complete the Deferral Form (Appendix A) available from the Admissions Office. The completed form is then submitted to the Admissions Office for approval.

4.3 Refund of Fees Paid:

Where Deferral is granted:	The refund applies is:
Before 31 st October	100% Refund
Between 31 st October to 31 st January	50% Refund
After 31 st January	No refund

4.3.1 Notification of Outcome of Deferral request:

Once request have been assessed, students are notified of the result in writing by the Admissions Office.

4.4 Re – entry to a full – time Programme:

- First years must apply directly to the CAO for the programme deferred as the only preference on the application form.
- Second and subsequent years will be informed by the admissions office how to register for the academic year.
- Add - on deferrals will receive an offer in writing from the Admissions Office together with details on how to register.

4.4.1 Tuition fees applicable on re - registration

Where students defer during the academic year the following fees apply:

Where deferral occurs:	Fees Payable
Before 31 st October	No fee penalty
Between 31 st October to 31 st January	50% Fees apply
After 31 st January	100% Fees apply

Fees may be waived where the deferral was granted for exceptional reasons, such as, medical grounds supported by documentary evidence.

4.4.2 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 in which they wish to base their appeal. The decision of the Registrar or his/her nominee in the matter will be final.

4.4.3 Ombudsman

A student who is dissatisfied with the outcome of the appeal under this Procedure has the right to 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

5. Records generated by tis 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
- Copy of documentation sent to the student

6. Revision History

Revision No	Description of Change	Issue Date	Status
000	New procedure	21/02/2018	Approved by Academic Council 16/03/2018
001	Revised to new Format. No change to content.	July 2020	Approved Head of Student Affairs

Appendix A: Deferral Application

Name								
Mailing Address								
Mobile Number								
Student Number								
Date of Birth (DD/MM/YYYY)	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.								
Date from which deferral requested								
I understand that deferring my Current programme of Studies may have certain fee implications.								

Student Signature: _____ **Date:** _____

Office Section

Approved By: _____ **Date:** _____
Admissions office.

Entered on Banner by: _____ Stamp:

Refund due: Yes ___ No ___

Amount: € _____

Bank details received: : Yes ___ No ___

Head of Department notified: Yes ___ Date _____

Signed: _____ Date: _____