

**Deferral of Places on Full time Programmes Procedure**

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<b>Approving Authority:</b>	VP Academic Affairs & Registrar

**1. Purpose of Document**

This document outlines the process which students must follow in order to apply to defer their place or their study on any full-time programme .

**2. Scope**

This procedure covers all students on full-time programmes. This procedure only applies to the deferral of study, students wishing to defer examinations or assessment elements should refer to EXAM019 Deferral of Examination Procedure on the examinations page of the IT Sligo website.

**3. Reference Documents**

ADM020 Student Fee Collection Procedure  
ADM038 Refund of Student Fees Procedure  
EXAM019 Deferral of Examination Procedure

**4. Procedure**

The Procedure outlines the process students must follow to apply for a deferral from a full-time programme (full year, semester or modules). The refund rules that apply when all fees have been paid and the tuition fees that may be payable on re-registration.

Students may apply to defer a year of study, a semester or a number of modules. All deferrals require the approval of the relevant Head of Department as granting of a deferral is not guaranteed and is at the discretion of the Institute. Once granted, a deferral is valid for one year only and only for the course deferred. If for any reason the deferred course is discontinued, the applicant is not automatically entitled to a place on another course.

**4.1 Reason for Deferral**

A programme deferral is where a student, due to exceptional circumstances beyond his/her own control, formally withdraws from a programme with the intention of returning the following

academic year. Documentary evidence is required to support applications. Exceptional circumstances include the following:

- Prolonged medical condition (certification from qualified medical practitioner required)
- Serious financial problems.\*
- Bereavement in family causing forced changes in circumstances.\*

\*(in sensitive cases the Institute, through the Student Counsellor or Student Services, can confirm circumstances).

#### **4.2 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 by email to ([admissions@itsligo.ie](mailto: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 who has accepted the CAO offer and started the programme may apply for a deferral during the academic year by contacting the Admissions Office and completing the Online Deferral Form Available on the Fees and Grant section of the IT Sligo website.

#### **4.3 Second and Subsequent year full-time students:**

Second and subsequent year full-time students should discuss their intention to defer with their Head of Department before contacting the Admissions Office to fill in the Online Deferral Form, available on the Fees and Grant section of the IT Sligo website.

The completed form is then submitted to the Head of Department for approval.

#### **4.4 Deferral of Placement**

Students wishing to defer a placement module/semester must discuss this with their Head of Department and have their approval prior to applying for a deferral. Deferral of a placement is only granted in exceptional circumstances.

#### **4.5 Students deferring an Offer on Add-On Programmes:**

Students may request a deferral at the time of offer in July. Students must contact the Admissions Office, [admissions@itsligo.ie](mailto:admissions@itsligo.ie) to defer their offer. .

#### **4.6 Deferrals during the Academic year**

All full-time students may apply for a deferral at any stage during the Academic year under the reasons for deferral (4.1). Students must contact the Admissions Office to complete the Online Deferral Form, available on the Fees and Grant section of the IT Sligo website.

. The completed form is then submitted to the Head of Department for approval.

#### 4.7 Online Deferral Form.

The Online Deferral Form is located on the Fees and Grants section of the website

<https://www.itsligo.ie/study-at-it-sligo/fees-grants/>

The following information is requested:

- Student name
- Student Number
- Telephone Number
- Personal Email Address
- Postal Address
- Date of Birth (to confirm identity on the student record system)
- Course Details
- Deferral type i.e. full year, semester, module or placement
- Supporting documents

#### 4.8 Notification of Outcome of Deferral request:

Once the request has been assessed by the Head of Department, this decision is communicated to the Admission Office by Head of Department. Students are then notified of the outcome of the deferral request by email to their personal or college email address by the Admissions Office.

#### 4.9 Re – entry to a full – time Programme:

- **First years:** Students must apply directly to the CAO for the programme deferred as the only preference on the application form.
- **Second and subsequent years:** Students should contact the Admissions Office in writing on or before 1<sup>st</sup> August in the succeeding year, confirming their intention to take up the deferred place.
- **Add - on deferrals:** Students will receive an offer in writing from the Admissions Office together with details on how to register.

#### 4.10 Fees applicable on re - registration

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

Where deferral occurs:	Fees Payable
Before 31 <sup>st</sup> October	No fee penalty
Between 31 <sup>st</sup> October to 31 <sup>st</sup> January	50% Fees apply (tuition + contribution)
After 31 <sup>st</sup> January	100% Fees apply (tuition + contribution)

Fees may be waived at the discretion of the Student Affairs Manager in exceptional circumstances only. .

#### 4.11 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.

##### 4.11.1 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](mailto:ombudsman@ombudsman.gov.ie)

[www.ombudsman.ie](http://www.ombudsman.ie)

#### 5. 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
- Copy of documentation confirming the outcome of deferral application sent by email 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
002	Update definition and criteria of deferral and to reflect online application form.	7/5/2021	Approved by Academic council