



# Deferral Form

## Application Procedure:

This form should be used by learners who wish to defer their programme for the current Academic Session. Completed forms should be submitted by 30th April.

**Completed application forms and ID Card should be returned to:**

**Admissions Office, Institute of Technology Carlow, Kilkenny Road, Carlow.**

APPLICANT/STUDENT NUMBER C\_\_\_\_\_ LAST DATE OF ATTENDANCE: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

PROGRAMME NAME \_\_\_\_\_

PROGRAMME CODE: \_\_\_\_\_ YEAR (1st, 2nd, 3rd, 4th) \_\_\_\_\_

Please state briefly, your reason for requesting a deferral. Please refer to the Policy Statement 1: Rules for Deferred Entry on reverse of this form. (PTO →)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby request that my place on the above programme, which I have accepted in the normal way, be deferred to September of the next academic year. I understand that the fee which I have paid to confirm my acceptance of this place is non-refundable but that this amount will be credited against my fees for the next Academic Year.**

SIGNED: \_\_\_\_\_  
Applicants Signature

Date: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Head of Department/Faculty

Date: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Shauna Whyte  
Head of Academic Administration & Student Affairs

Date: \_\_\_\_\_

**Please attach your Student ID Card to the back of this form**

# POLICY STATEMENT 1

## Rules for Deferred Entry

The Institute of Technology, Carlow will allow an applicant to defer entry if the following circumstances apply:

- a) the reason for seeking the deferral is caused by circumstances unforeseen at the time of application which are outside the control of the applicant and
- b) the circumstances are such that they would prevent the applicant from taking up the place offered in the current year.

### **An example of a reason deemed acceptable for deferral:**

- a) The necessity to undergo a lengthy stay in hospital

### **Deferrals will be subject to the following conditions:**

1. That the course will be available in the Institute in the year that the applicant proposed to take up the place.
2. That the applicant will not accept another deferral or attend another Institute of Higher Education on a full-time basis during the period of the deferral.
3. That the applicant will confirm in writing, to the Institute Admissions Office his/her intention to avail of the place offer by the date notified to him/her.
4. The applicant must pay the normal fee, if applicable, for acceptance of the Institute place to secure the deferral. When the applicant takes up the deferred place, the acceptance fee will be set against any fees due.
5. Request for deferrals must be submitted to the Admissions Office.

Applicants should also note that a SUSI grant offered in the current year may not be available in the year of commencing studies. Applicants should contact SUSI for further information.

### **HOW TO APPLY FOR A DEFERRAL**

Application for deferral should be made to the Institute and must be accompanied by appropriate official documentation attesting to the circumstances (for example, medical certificates). Applications must reach the Institute before the expiry date of the offer, or in the case of an applicant who has already accepted an offer, within one week of the circumstances for seeking a deferral becoming known.

Admissions Office

**Completed forms to be returned to**

**The Admissions Office**

**PLEASE ATTACH STUDENT CARD:**

