

Technological University Dublin – Tallaght Campus

Application for Deferral of Your Place on a Programme/Module

- a) For an Academic Year **Other than 1st Year CAO**
- b) For a Semester of a Programme
- c) Of a Module Within a Programme

Note: Personal details collected in this form will be used only for the purposes of processing applications or making contact with you in the event of requiring any clarification or to notify you of the outcomes.

Section 1: General Information			
1) Before completing this form, please read the accompanying notes below.			
2) Please complete this form in BLOCK LETTERS or in TYPESCRIPT.			
3) Make yourself aware of the programme fee implications attaching to your deferral REQUEST			
Section 2: Personal Details			
Full Name:			
Correspondence Address:			
Telephone Number:		Student ID:	
Student Email address:			
Section 3: Programme Details			
School / Department:			
Programme Code:			
Programme Title:			
Academic Year:	201_ - 201_		
Section 4: You are seeking to defer..? Please tick as appropriate and provide additional info as required			
I wish to defer the full academic year	<input type="checkbox"/>		
I wish to defer the full semester	(WS)Sept-Jan <input type="checkbox"/>	(SS)Jan-June <input type="checkbox"/>	
I wish to defer specific module(s) – list the full module titles below			
Section 5: Grounds for Deferral tick all that apply			
Medical circumstances related to the applicant (<i>must provide a medical note / certificates</i>)	<input type="checkbox"/>		
Compassionate circumstances related to the applicants personal situation	<input type="checkbox"/>		
Other circumstances preventing continuation of your studies at this time	<input type="checkbox"/>		
			<i>pto</i> →

Section 6: STATEMENT ON REQUEST FOR A DEFERRAL

Briefly, please explain the grounds for your deferral request here.

Section 7: Supporting Documentation

Please list any items attached e.g. medical certificates or other supporting notes.

Section 8: Signatures *Forms must be signed by the applicant*

Applicant's Signature

Date:

For office use only:			Dated received:	
Decision:	Approved:		Not approved:	
Notifications:	Applicant Notified:		How and by whom:	
	School/Dept. notified:		How and by whom:	
Signature:				Date:

Deferrals

A student on a programme of study at Technological University Dublin, Tallaght may seek to defer a semester or a full academic year or a module. Normally, deferrals may be sought for one academic year only when the student can demonstrate that they are not in a position to take their place due to serious unforeseen and exceptional medical, financial or family reasons. Deferral requests will only be considered when the following steps are followed:

- 1) Complete and sign the above *Application for Deferral of Your Place on a Programme/Module* form in full and submit it to the Office of the Registrar for consideration.
- 2) Clearly state the reasons for your request and provide relevant supporting documentation (e.g. medical certificates).
- 3) Send completed form to the Office of the Registrar via email: examinationdeferral.tallaght@tudublin.ie or by post to (**if posting, proof of registered post is required**): Course Deferrals, Office of the Registrar, Technological University Dublin, Tallaght, Dublin 24. Include your name, address, Student ID number and a contact email/mobile number at which you can be contacted. Mark "**Course/Module Deferral Request**" clearly in the subject line of your email or on the envelope.
- 4) Ideally, requests will be submitted before the commencement of the academic year. Where fees have already been paid, those fees will carry forward to the next academic year when the student re-commences their studies.
- 5) Grant recipients must notify their grant awarding authority of their intention to defer. Failure to do so may result in your grant being withdrawn from you. Technological University Dublin, Tallaght cannot intervene on any student's behalf in such cases other to confirm that a deferral has been granted.

If the request for semester / year deferral is granted, the applicant will be advised by email or in writing and a place on the course concerned will be reserved for him/her in the following academic year.

Technological University Dublin – Tallaght Campus cannot commit to running the course again in a following year. If the course is terminated, the student may seek to transfer to another cognate programme or seen a fee refund. For further information on the University's Data Protection Policies and Procedures, please see our website <https://www.it-tallaght.ie/qdpr> and our Data Protection Notice for Students <https://www.tudublin.ie/media/website/explore/privacy-policyx2fgdpr/documents/appendices/C-TU->

