**Deferral Application Form (Registered Students only)**

A registered student who wishes to defer their place on a programme, must seek the formal written approval of the Institute. Please consult with your Head of Department (HoD) before completing this form, as their signature will be required. Submission of a completed form to the Admissions Office, signed by both the student and their HoD is a necessary part of the approval process. Please note, there are significant implications for fee liability where a student leaves but fails to defer. If you wish to leave your course, please follow the deregistration process.

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| **Student ID Number** |       |  |  |
| **Name** |       |  |

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| --- | --- |
| **Programme Title** |       |
| **Programme Year** |       |
| **Last date of Attendance** |       |

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| **Year/Semester to be deferred:** | [ ]  Full academic year[ ]  Winter Semester only[ ]  Spring Semester only |
| **Expected date of return to ATU DONEGAL** |       |
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| **In receipt of a grant**  | [ ]  Yes[ ]  No |
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| **Reason for Deferral** |
|       |

I hereby request permission to defer the year/semester as outlined above, I confirm that I have read the deferral procedures overleaf and that I understand the terms and conditions that apply.

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorised by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Head of Department/School

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| **Office Use Only**Admissions Office Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fees Paid: €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Refund Due: €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fees Due: €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fees to be claimed from DoES in current year: [ ]  Full Year [ ]  Half YearRate Code to be applied on student return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**What is a Deferral?**

A deferral is where a student, due to exceptional circumstances beyond their control, formally withdraws from the course they are registered on, with the intention of returning the following academic year. Exceptional circumstances can include, but are not limited to the following - Medical condition, significant financial difficulties, bereavement in family etc

Applicants should note however, that ATU DONEGAL cannot guarantee that a programme from which a student defers will necessarily be re-run, or that it will run in identical format, in subsequent years. Returning students may be required to resume their studies within an altered programme format. If the course from which they have deferred is discontinued they may be offered a place on a related programme and/or be required to undertake some bridging studies to make up for any missed pre-requisites.

**Deferral Procedures**

1. Students seeking a deferral must complete this Application Form.
2. The form must be submitted with supporting evidential documentation (if applicable) to the relevant HoD, who must co-sign the form in order to indicate their approval.
3. Student should submit the approved form to the Admissions Office.
4. Fees and refunds are calculated based on the date of Head of Department approval. It is important that requests for deferral are submitted promptly to Admissions once completed and co-signed by the HoD.
5. The Admissions Office will contact the student in advance of the next academic year.
6. Students must contact the Admissions Office prior to returning to confirm their intention to return.

**Fees and Grants**

1. Students are liable for fees for the period of registration up to the date they officially defer. Students who defer will be liable for the following fees:
* Defer **before 31 October** –Zero liability. When the student subsequently returns to ATU DONEGAL, the student will be liable for the full fee.
* Defer between **1 November and 31 January** – student liable for 50% of the relevant fee. When the student subsequently returns to ATU DONEGAL, the student will be liable for the remaining 50%.
* Defer **after 31 January** – student liable for 100% of the relevant fee. When the student subsequently returns to ATU DONEGAL, they will have zero liability for that year.
* Non-EU students who defer after **31 October** will be liable for 100% of the Non-EU fee. When the student subsequently returns they will have zero liability for that year
1. Fees may increase annually.  Where a fee increases, the remaining percentage owed will be calculated on the increased fee.
2. Students in receipt of a grant should contact the awarding authority to inform them of the deferral.  Failure to do so may impact on their eligibility for grants in subsequent years.
3. Applicants should also be aware that regulations in relation to grants and/or their own means or other circumstances may change during the period of deferral. Therefore a SUSI grant offered in the current year may not be available, or may not be available for the same amount in a subsequent year.

**Closing date and Further Information**

The closing date for deferral applications is 30 April. Requests for deferrals after this date should be made to the relevant School using the Exceptional Circumstances Form. For further information on deferrals please contact the Admissions Office at 074 9186125.