

R-32: Application for Deferral of Academic Year 2011/2012

Instructions for Completion

Section A:

- Forms received after 28th October are subject to approval and may not be processed. Students deferring after this date will be liable to pay programme fees for both the current year and when re-registering in the new academic year. Clarification of fee liability should be sought from the Finance Office.
- No deferral of Academic Year form will be accepted after commencement of Semester One exams. After this date you must complete the Deferral of Examinations Form, please use form R33.
- Students: Please note if you are in receipt of a grant, the Registry will contact your local authority to advise them that you have deferred your programme for the Academic Year

Notes on Deferrals

- If you wish to defer your return to this University for a full academic year, (i.e. from October to September, resuming study in the following September) please complete this form and have it signed by the Chairperson of your Programme Board.
- Please note a deferral fee will apply which must be paid directly to the Finance office.
- Deferral applications can only be accepted with no programme fee liability up to 28th October 2011. After this date programme fees may apply and you should contact the Finance Office for clarification.

Use of University Facilities while on Deferral

- You will not have access to your portal page while deferred. Arrangements need to be made directly with the Library (external membership card available), Social Centre and/or Sports Complex staff should you wish to use their facilities while on deferral.

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Section B:

Student Number: _____

Surname: _____

First Name: _____

Contact Phone Number: _____

PPS Number: _____

Programme of Study: _____

Year of study to be deferred:

Year 1 Year 2 Year 3 Year 4 Other: _____

Please state briefly, your reason for requesting deferral of place:

Are you in receipt of a grant from a local authority: Yes No

If yes, please advise us of your local authority: _____

I hereby request that my place on the above programme, at the requested stage be deferred until:

Expected date of return: _____ of _____ academic year
(Month) (Year)

Signed: _____ Date: ____ / ____ / ____
(Student)

Chairperson of the Programme Board

On behalf of the programme board, I give permission for this deferral of academic year.

Signed: _____ Date: ____ / ____ / ____
(Chairperson)

Deferral requests for Non-EU Students are to be signed by the International Office before being submitted to the Registry.

Signed: _____ Date: ____ / ____ / ____
(International Office)

International office Stamp:



Please return the completed form to:

**Student Enrolment
Registry
Dublin City University
Dublin 9**

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