

Application for Deferral of Academic Year 2009/10
(Closing date for Deferral is Friday 30th October 2009)

Please note: You cannot defer a semester. If you have taken exams in Semester One or Semester Two, you must complete Deferral of Examinations Form, please use form **R33**.

See overleaf for Notes on Deferral.

Name: _____ ID Number: _____

Programme: _____

Year to be Deferred: _____

Stages completed: Year 1 _____ Year 2 _____ Year 3 _____ Year 4 _____ Other _____

Please state, briefly, your reason for requesting deferral of place (use separate page if necessary):

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

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

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.

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

Expected Date of Return: _____ of _____ academic year.

Signed: _____ **Date:** _____

Please note a deferral fee will apply. This must be paid directly to the Finance office.

Chairperson of the Programme Board

On behalf of the _____

Programme Board, I confirm that the above-mentioned student has been given permission to defer return to the University as outlined above.

Signed: _____ *Date:* _____

Chairperson of Programme Board

Deferral requests for **Non-EU** students are to be signed by the International Office before being submitted to the Registry:

International Office Signature: _____

International Office Date Stamp



Office Use Only:

Copy to Finance Office _____ (Date)

Notes on Deferral

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 up to **30th October 2009**.

Please return the completed form to:

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

Use of University Facilities while on Deferral

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.