

R-32: Application for Deferral of Academic Year 2017/2018 Instructions for Completion

Section A:

- Forms received after 20th October 2017 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.

Use of University Facilities while on Deferral

- You will not have access to your Student Apps 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.

R-32: Application for Deferral of Academic Year 2017/2018

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

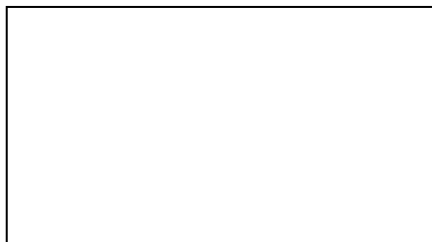
On behalf of the programme board, I give permission for this deferral of academic year.

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**

Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.