



Application for Deferral of Academic Year Academic Year 2019/2020

Contents

Section A. Guide for Application for Deferral of Academic Year

Section B. Application for Deferral of Academic Year

Section C. Signed Approval from Programme Chairperson / International Office

Section A: Guide for Application for Deferral of Academic Year

If you wish to defer your return to this University for a full academic year, (i.e. from October to September, resuming study the following September), please complete this form, obtain all required signatures of approval and return to Registry with any relevant supporting documentation by the closing date below. Registry will contact you by email after the closing date once your deferral of academic year has been processed.

Deferral of Academic Year requests will not be accepted after commencement of Semester 1 examinations. After this date you must complete the R33 Postponement of Assessment / Examination Form.

Closing Date: 31st October 2019

Fees and Grants

Students are advised to contact the Fees Office in advance of any Deferral of Academic requests to seek clarification of fee liability. Please note if you are in receipt of a grant, **it is your responsibility** to contact your Grant Authority/SUSI to confirm you are deferring the academic year 2019/2020.

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.

Resuming your studies

If successful in your application, please note that the curriculum of your course may be amended and the same modules may not necessarily be on offer when you return to your studies. This can be discussed further with your Programme Chairperson. Once a Deferral of Academic Year is granted for an academic session it cannot be revoked. The University will make contact with you during the summer before you are due to resume your studies, to confirm your intention to return in September. Please respond to this correspondence to ensure your record is updated correctly for the new academic year.

Your submission will be treated as strictly confidential



Application for Deferral of Academic Year Academic Year 2019/2020

Section B: Application for Deferral of Academic Year

Submit To:	Student Enrolment, Registry, Dublin City University, Dublin 9
Deadline:	31st October 2019

Surname:	First Name:
Student ID Number:	Contact Phone No.:
DCU Email Address:	Alternative Email Address:
Programme of Study:	
Year of Study to be deferred (Please tick relevant year)	
Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Other <input type="checkbox"/>	
Please state, briefly, your reason for requesting deferral of place:	
Are you in receipt of a grant from a local authority/SUSI: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Have you contacted your local authority/SUSI advising them that you are deferring the year: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

To be signed by Student: I confirm that the information given in this form is true and factually correct. I understand that this information may be disclosed, where absolutely necessary, to academic and administrative staff of the University directly involved. I confirm that I have attached the appropriate supporting documentation, obtained the signature of Programme Chairperson and where necessary obtained the signature of the International Office.

Student Signature: _____ Date: _____

NOTE: you MUST secure approval from Programme Chairperson before submitting this form to Registry. (see Section C)



Application for Deferral of Academic Year Academic Year 2019/2020

Section C: Signed Approval:

Authorisation Details:

This form must be approved/signed by the Programme Chairperson prior to submitting to Registry for processing.

Chairperson of the Programme Board

On behalf of the _____
Programme Board, I confirm that the above-mentioned student has been given permission to defer Academic Year 2019/2020 and to return to the University as outlined above.

Signed: _____ **Date:** _____
Chairperson of Programme Board

International Office (Non-EU Students only)

Deferral 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

Data Protection Notice: Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy, which can be viewed at the following website address:

https://www.dcu.ie/sites/default/files/policy/25_-_data_privacy_policy_v3.pdf

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.

Official Use only:

Supporting Documentation: ITS Email