

Deferral Form – SETU Carlow/Wexford Campus

Application Procedure:

This form should be used by learners who wish to defer their programme for the current Academic Session. Completed forms should be submitted by 30th April.

Complete application forms and id card should be returned to:

Academic Administration, SETU Carlow Campus, Kilkenny Road, Carlow. R93 V960

Applicant/Student number C _____ Last date of attendance: _____
 Surname: _____ First Name: _____
 Address: _____
 Tel. No: _____ Mobile No: _____
 Programme Name: _____
 Programme Code: _____ Year (1st, 2nd, 3rd, 4th, 5th) _____

Please state briefly, your reason for requesting a deferral. Please refer to the Policy Statement 1: Rules for deferred entry on reverse of this form. (PTO →)

I hereby request that my place on the above programme, which I have accepted in the normal way, be deferred to September of the next academic year. I understand that the fee which I have paid to confirm my acceptance of this place is non-refundable but that this amount will be credited against my fees for the next academic year.

Signed: _____
 Applicants signature

Date: _____

Signed: _____
 Head of Department/Faculty

Date: _____

Signed: _____
 Michael Mullan
 Student Recruitment & Admissions Manager

Date: _____

Please attach your student id card to the back of this form

POLICY STATEMENT 1

Rules for Deferred Entry

The South East Technological University will allow an applicant to defer entry if the following circumstances apply:

- a) the reason for seeking the deferral is caused by circumstances unforeseen at the time of application which are outside the control of the applicant and
- b) the circumstances are such that they would prevent the applicant from taking up the place offered in the current year.

An example of a reason deemed acceptable for deferral:

- a) The necessity to undergo a lengthy stay in hospital

Deferrals will be subject to the following conditions:

- 1. That the course will be available in the University in the year that the applicant proposed to take up the place.
- 2. That the applicant will not accept another deferral or attend another Higher Education Institute on a full-time basis during the period of the deferral.
- 3. That the applicant will confirm in writing, to SETU Carlow Campus Admissions Office his/her intention to avail of the place offer by the date notified to them.
- 4. Request for deferrals must be submitted to the Admissions Office.

Applicants should also note that a SUSI grant offered in the current year may not be available in the year of commencing studies. Applicants should contact SUSI for further information.

HOW TO APPLY FOR A DEFERRAL

Application for deferral should be made to the University and must be accompanied by appropriate official documentation attesting to the circumstances (for example, medical certificates). Applications must reach the University before the expiry date of the offer, or in the case of an applicant who has already accepted an offer, within one week of the circumstances for seeking a deferral becoming known.

Academic Administration