

A student who wishes to defer their place on a program, must seek the approval of the Institute. Such approval is not guaranteed and is totally at the discretion of the Institute. Such a deferral is conditional on the program/module continuing in subsequent years, as program/modules can be discontinued or altered from time to time, without prior notice. Please consult with your Head of Department before making your decision.

Ní foláir do mhac léinn gur mian leis/léi áit ar chlár a iarchur, faomhadh na hInstitiúide a iarraidh. Níl rathaíocht ann faomhadh a fháil; tá sin faoi lánrogha na hInstitiúide. Tá iarchur dá leithéid ag brath ar an gclár/modúl ag leanúint ins na blianta dá éis, mar go bhféadfaí clár/modúl a chealú nó a athrú ó am go ham, gan réamhfhógra. Téigh i gcomhairle le do Cheannasaí Ranna roimh do chinneadh a dhéanamh.

School of / Scoil	
The following student would like to defer his/her place until the academic year _____ semester _____ (e.g. 09/10) (e.g. 1,2)	
Is mian leis an mac léinn seo a áit a iarchur go dtí an bhliain acadúil _____ seimeastar _____ (m.s. 09/10) (m.s. 1,2)	
Student ID No / Uimh Mhic Léinn:	Phone No. / Uimh Fóin
Name (please print) / Ainm (priontáil led thoil):	
Address (please print) / Seoladh (priontáil led thoil):	
Program Title / Teideal an Chláir:	
Program Code / Cód an Chláir:	
Stage & Semester to be deferred:	Stage Semester (e.g. 2nd Year, Sem 1)
Staid & Seimeastar le hiarchur:	Staid Seimeastar (m.s. 2ü Bliain, Sem 1)
Expected date of return to DKIT Dáta ionchais filleadh ar ITDD	(i.e. Month/Year) (i. Mí/Bliain)
Capitation Fee Paid: Táille Caipitíochta Íochta:	(Yes/No – If Yes, please state amount) (Tá/Níl – Má Tá, luaigh an méid)
In receipt of Grant or Scholarship: Ag fáil Deontais nó Scoláireachta:	(Yes/No – If Yes, please state awarding authority) (Tá/Níl – Má Tá, luaigh an údarás bronnta)
Reason for deferral / Fáth an iarchurtha:	
Please attach evidence if available / Ceangail fianaise led thoil má tá ar fáil	
Signature of student / Síniü an mhic léinn:	
Date / Dáta:	
Deferral Approved / Iarchur Faofa:	
Deferral Not Approved / Iarchur Neamhfaofa	
Signed: Síniü	Date Dáta
Head of Department/School Ceannasaí Ranna / Scoile	

## DEFERRAL PROCEDURES / NÓS IMEACHTA IARCHUR

A deferral is where students, due to exceptional circumstances beyond their own control, formally withdraw from the course they are attending with the intention of returning the following academic year.

In the case where the student does not formally withdraw from the course but is a genuine case for deferral, this can be dealt with retrospectively.

Exceptional circumstances include the following:-

1. Prolonged medical condition (letter from Consultant required – G.P. not sufficient).
2. Serious financial problem.\*
3. Bereavement in family causing forced changes in circumstances.\*

\*(In sensitive cases the Institute, through Chaplaincy or Student Services, can confirm circumstances)

If a deferral is approved, Tuition Fees are waived by the Institute. The Student Contribution fee, if already paid, will be retained by the Institute and credited against their Student Contribution Fee when they return. As Student Contribution Fees may increase each year, balance due will have to be paid on their return. Students in receipt of grant assistance should contact the awarding authority to inform them of the deferral.

### Deferral Procedures:

1. Students in consultation with Head of Department/School must fill out 'Application for Deferral Form'. Appropriate evidence should be attached.
2. Deferral Form approved and signed by the Head of Department/School should be returned to the Admissions Office.
3. Administration of deferral will be handled by Admissions Officer.
4. Students should contact Admissions Office prior to returning to the Institute to ensure that everything is in place when they return.

N.B.

(These procedures do not apply to first year students who seek deferrals without having registered. They are dealt with by the Admissions Officer in line with the Deferral Procedure as set out in the CAO Handbook).

Iarchur is ea nuair a tharraingíonn mic léinn siar go foirmeálta, de bharr cúinsí eisceachtúla thar a smacht, ón gcúrsa ar a bhfuil siad ag freastal agus é ar intinn acu filleadh an bhliain acadúil ina dhiaidh.

Sa chás nach dtarraingíonn mac léinn siar go foirmeálta ón gcúrsa, ach gur cás fíréanta iarchur atá i gceist, is féidir deighleáil le seo go siarghabhálach.

Áirítear an méid seo a leanas i gcúinsí eisceachtúla:-

1. Ríocht sláinte faidréiseach (is gá litir ó lia comhairleach – ní leor dochtúir ginearálta).
2. Fadhb airgeadais tromchúiseach.\*
3. Méala clainne ag cur athruithe le foiréigean in imthosca.\*

\*(I gcásanna íogair is féidir leis an Institiúid, trí an Séiplíneacht nó Seirbhísí na Mac Léinn, na cúinsí a dheimhniú)

Má faomhtar an iarchur, tarscaoiltear Táillí Theagaisc ag an Institiúid. Má tá Táillí Caipitíochta íoctha cheana féin, coimeádfaidh an Institiúid iad agus cuirfear do shochar iad nuair a fhilleann siad. Ós rud é go méadaíonn Táillí Caipitíochta de ghnáth gach bliain, caithfear an iarmhéid a íoc nuair a fhilleann siad. Má tá mic léinn ag fáil Deontas nó Scoláireacht Choiste Gairmoideachais, ba chóir dóibh dul i dteagmháil leis an CG chun an iarchur a chur in iúl dóibh.

### Nós Imeachta Iarchur:

1. Ní foláir do mhic léinn, i gcomhairle le Ceannasaí Ranna/Scoile, 'Foirm Iarratais ar Iarchur' a chomhlánú. Ba chóir fianaise cuí a cheangal.
2. Ba chóir an Fhoirm Iarchur, faofa agus sínithe ag Ceannasaí Ranna/Scoile, a chur ar ais go dtí an Oifig Iontrála.
3. Láimhseálfaidh an Oifigeach Iontrála riarachán an iarchur.
4. Ba chóir do mhic léinn dul i dteagmháil leis an Oifig Iontrála roimh filleadh ar an Institiúid chun deimhniú go bhfuil gach rud in eagar nuair a fhilleann siad.

N.B

(Ní bhaineann an nós imeachta seo le mic léinn na céad bliana a iarrann iarchur gan bheith cláraithe. Deighleálar leo siúd ag an Oifigeach Iontrála de réir an Nós Imeachta Iarchur atá leagtha síos i Lámhleabhar CAO).