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**Technological University Dublin**

**Application to Defer Studies**

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|  | SECTION A  PERSONAL DETAILS |
| Student Number: | Student Name: |
| Date of Birth (Day/Month/Year): | Telephone Number: |
| Personal Email: |  |
| Programme Name: |  |
| Programme Code: | Year (1, 2, 3 etc.) |
| Academic Session (e.g. 2024/25) / \_ | |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you already registered for this Academic Session? | Yes |  | No |
| Are you a Non EU student? | Yes |  | No |

**Reason for Deferral: (Please tick where appropriate)**

|  |  |  |  |
| --- | --- | --- | --- |
| Medical (Medical certificates should be attached to this form) |  |  |  |
| Work Commitments |  | Travel |  |
| Postgrad Application Granted Deferral |  | English Language Problems |  |
| Financial |  | Programme too difficult |  |
| Year out |  | Maturity Concerns |  |
| Personal Reasons |  | Delayed Appeals Process |  |
| Family Commitments |  | Student Visa Not Granted |  |
| Not stated |  | Apprenticeship Offer |  |
| Maternity |  | FAS Programmer Offer |  |
| Other Reason Please State: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Tick as appropriate** | **Comment** |
| Have you discussed your intention to defer with your Year Tutor? | Yes |  |  |
| No |  | If no, please arrange a discussion with your Course Tutor as soon as possible. |
| Have you agreed a plan  for your return to  TUDublin? | Yes |  |  |
| No |  | If no, do you wish to discuss this further with our Student Support Services? |
| Are you aware of the supports that are available to you, e.g. Financial Aid, Maths Learning centre and Careers? [Student Support's Information](https://www.tudublin.ie/for-students/student-services-and-support/) | Yes |  |  |
| No |  |  |

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| I have read the Terms & Conditions outlined below  Student Signature: |  |  |
| Authorised by: | Date |  |
| Head of School / Head of Discipline / Programme Chair | | |

**Terms & Conditions**

* This form does not apply to applicants who have been offered a place in first year through the C.A.O. and who have not yet registered with TU Dublin. These students must defer their place by contacting TU Dublin's Admissions Office.
* The closing date for deferral applications from full-time undergraduate students is the 31st May annually.
* Students are responsible for submitting the completed form to a Student Service Centre.
* This form must be completed in full and must be signed by the student and Head of School or Discipline prior to submission.
* The date on which the completed form is submitted to a Student Service Centre is recorded as the official date of deferral in TU Dublin. Retrospective notification will not be accepted (except where medical evidence is submitted).
* Any unpaid fees at time of deferral will be carried forward and added to the fee liability for the next academic session.
* Non-EU Students who defer during any point of Academic Year ARE NOT eligible for refund of fees. Fees paid will be carried forward to year of re-entry to Programme. Amount carried forward is dependent on date student deferred.
* Further information on deferrals and how they affect future fees available [here](https://www.tudublin.ie/for-students/student-services-and-support/deferring-from-your-programme/)

Would you be able to discuss your experience with TU Dublin, with a member of staff? Yes

No

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| Section B  Office Use Only |

Student Hub Advisor Signature: Date:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fees Paid: | € |  |  |  | |  | |  | |
|  | € | Banner status set to | DI | | DA | | DS | |
| Fees Due: | € |  |  |  | |  | |  | |

|  |  |
| --- | --- |
| Approved / Noted at Faculty/School Executive (If appropriate). | Date: |
| Signed: |  |