

## **Deferrals Procedure – Admissions Office**

If you are an Undergraduate CAO student looking to defer please visit our [CAO deferral page](#).

This Deferral Policy is for Post Graduate applicants who have not yet registered with TU Dublin, City Campus.

Students who have already registered must follow the official procedure which can be found [here](#). Further details are available [here](#).

- Deferrals are granted for one year only.
- There are some programmes where deferrals are not permitted eg TU Dublin Springboard programmes.
- The applicant must complete the relevant TU Dublin deferral form (see below)
- The fully completed form must be signed by the applicant and returned to the Admissions Office.
- If the deferral is due to medical reasons, the applicant is required to submit medical certificates with the completed deferral form.
- International and Postgraduate deferrals will only be granted when minimum payment is made.

### **Deferred Entry following an offer from the CAO**

This deferral process is for ONE YEAR ONLY.

Applicants who request a deferral in order to take up another third level place in the CAO system will not be granted deferred entry.

Deferrals are at the discretion of the Head of Enrolment Planning & Admissions.

In order to avail of the facility, an applicant must first be offered a place through CAO and then take the following steps:

DO NOT ACCEPT the CAO offer in the manner shown on the Offer Notice.

Complete the [online application form](#)

The online request must be received by the Admissions Office at least two days before the “Reply Date” shown on the CAO Offer Notice.

To avail of your place as a Deferred applicant, you are required to:

Submit an application to CAO for the deferred course by the 1st of February the following year

Include on this application the deferred course as *the first and only preference*

Advise the Admissions Office by completing the [online form](#) before 30th April of the same year that the new application has been made.

### **Deferred Entry for Postgraduate EU & International Applicants**

Applicants **must** fill out the appropriate [deferral form](#)

Deferrals are for one year ONLY.

This form is ONLY for Postgrad EU & International applicants who have not yet registered with TU Dublin

The closing date for deferral applications for September start programmes is 30th September each year.

The closing date for January start programmes is 31st January each year.

Applicants are responsible for submitting the completed form.

This form must be completed in full.

International applicants must have accepted their place and paid the minimum deposit (€6000 or 50% of tuition fee) *before classes have begun* in order for a deferral to be processed.

EU applicants are required to have accepted their place and paid a deposit of €300 before a deferral is processed.

Applicants who defer ARE NOT eligible for refund of fees. Fees paid will be carried forward to year of re-entry to Programme.

Applicants must notify us by 30<sup>th</sup> April (30<sup>th</sup> September for January Start Programmes) if they wish to take up their place.

International applicants will be issued with an up-to-date offer and receipt letter after this date.

If no payment has been made, the applicant must reapply the following year.