

3.10 Applicant Deferred Entry

3.10.1 Objective

To outline the procedure governing the application for and consideration of deferred entry or deferred registration for applicants who have been offered a place.

3.10.2 Scope

This procedure refers to the application for and consideration of deferred entry for applicants who have been offered courses but want to defer registration until the next available commencement. This procedure may be varied under the terms of an Institutional Agreement where a programme of study is delivered as a collaborative initiative with a partner institution. Postponement of a stage of a programme (after registration) is provided for under a different policy, namely [QAE Document 3.9 Deferrals of Programme, Module or Assessment for Registered Learners procedure](#).

3.10.3 Responsibility for implementation

Marketing Officer

- Receives applications and uses their discretion in granting a deferral of a programme of study prior to registration based on non-academic grounds
- Ensures applicant is issued with a letter stating the conditions of the deferral
- Update faculties on all deferred entries per programme

Applicant

- Follows the stated procedure for applying for a deferral
- Becomes familiar with their right of appeal and the corresponding procedure

Faculty

- Update Academic Administration about all deferred entry applicants

3.10.4 Grounds for Deferred Entry

The Marketing Officer uses their discretion in the granting of a deferral of a programme of study (prior to registration) until the next available commencement. In deciding, the Marketing Officer should have due regard to QAE policies and guidelines relating to mitigating circumstances and documentary evidence.

The Marketing Officer must ensure the individual receives a communication in writing, which states the following:

- The deferral granted is for a maximum of one academic year
- The college reserves the right to discontinue a programme to an individual who has deferred from that programme
- The college reserves the right to amend the entry criteria or conditions for a programme to an individual who has deferred from that programme.

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A change in entry criteria will not normally affect an applicant who has been granted a deferral from a programme:

- The college reserves the right to amend the programme content without prior notice to an individual who has deferred from that programme.
- The individual is liable for the tuition fee applicable to the academic year that they join the programme.

The relevant faculty/marketing team must keep a record of all learners who have deferred entry and update the status of the application on the college admissions system, and regularly update Academic Administration in relation to this.

3.10.5 Mitigating circumstances that might lead to a deferred entry are:

- **Illness:** Applications on grounds of illness must be supported by appropriate medical documentation covering the commencement date and for the learner has applied for a deferral. Medical certificates for the period in question must be submitted ideally before the semester starts, and at the latest, before the close of intake in the commencing semester. The time period may be extended only in exceptional circumstances where the provision of the note before close of intake is not possible.
- **Bereavement:** Applications on the grounds of bereavement may be granted at the discretion of the Marketing Officer. In all cases, the Marketing team has the right to ask for proof of bereavement.

3.10.6 Extenuating circumstances that might lead to a deferred entry:

Where an applicant's ability to start their studies, in the assessment of the Marketing Officer, diminished due to circumstances outside of their control – normally as evidenced by appropriate documentary evidence - they will normally be granted a deferral until the next available commencement date. This includes issues with visas as a separate process outside of the college's remit.

3.10.7 Applying for Deferrals

An applicant who wishes to apply for a deferral of entry to a programme of study (prior to registration) must formally submit their application, to the Admissions Officer. The Admissions Officer must issue the applicant with a letter stating whether or not the applicant has been granted the deferral and the associated conditions (see section 3.8.4 above)

An applicant wishing to appeal the outcome of a deferral application may do so by invoking the [College Appeals Procedure](#) in Section F (Document 6.4).

3.10.8 Points of Caution

Any deferrals granted to applicants must be considered in the context of minimum and maximum permitted numbers as identified on the Programme Certificate of

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Validation, or equivalent Professional Statutory and Regulatory Bodies (PSRB) restrictions.

Criteria for deferrals, as outlined in this policy, also apply to non-EEA nationals who require visa support from the College. However, such deferral requests will also be considered by the College's Global Engagement Office. Where the College has issued visa support and a deferral is warranted, the College reserves the right to amend, suspend or revoke any visa support provided. In all cases, learners must demonstrate full compliance with Irish immigration regulations before a deferral is granted. The College's refund policy, as stated in its non-EEA offer letters and, on its website, still applies.
