



**CARLOW  
COLLEGE**  
ST. PATRICK'S

## **Admission Guidelines and Procedures for Deferred Entry**

### **New Entrants**

#### *Deferred acceptance of the offer of a place on a degree programme*

Applicants who have been offered a place on stage one of a degree programme in Carlow College, St. Patrick's (hereafter Carlow College) may apply for deferral of entry for one year. The application must be made in writing via email or letter to the Admissions Office. The application may be made only in respect of the programme in which the offer is made. The procedure is outlined below.

On receipt of an offer notice from the Central Application Office (CAO), the learner:

1. should **not** accept the offer in the manner shown on the Offer Notice;
2. should email or write to the Admissions Office **immediately** (minimum two days before the reply date on the Offer Notice), setting out the reason(s) for the request;

Please note the following:

- Mark 'DEFERRED ENTRY' clearly on the envelope or in the Subject Line of email;
- Include **full name, address and contact telephone number**;
- Include **CAO number**;
- State the **Name of the Programme and the Course Code** of the offer that will be deferred (e.g. BA in Humanities, PC402).

The Admissions Officer will communicate the decision in relation to the application to the applicant in writing. If the deferral is not granted then the offer for the current year may be accepted if so desired.

### **Taking Up a Deferred Place**

1. In order to take up a deferred place, the applicant must **re-apply through the CAO** by 1<sup>st</sup> February in the succeeding year and pay the appropriate fee to the CAO. Application Forms must be completed in full.
2. The deferred course **must be placed as the first and only preference** on the CAO Application Form.

## Registered Students

### *Internal College Deferrals*

Students who are officially registered on a Degree Programme at Carlow College may apply for a deferral of one academic year at any stage of their studies. A student in receipt of the 'Free Fees Initiative' may lose some, or all of, their entitlement to the 'Free Fees Initiative' for their deferred year. The application must be made in writing via email or letter to the Admissions Office. The procedure is outlined below.

To apply for an Internal Deferral of Programme the student should:

1. Complete and submit the 'Application to Defer Programme Stage [Internal] (see Appendix A) to the Admissions Office **as soon as possible** setting out the reason(s) for the request;  
Please note the following:
  - Mark 'INTERNAL DEFFERAL' clearly on the envelope;
  - Include **full name, address and contact telephone number**;
  - Include **Carlow College Student Number**;
  - State the **Name and stage of the programme that** is wished to be deferred (e.g. BA in Humanities, Stage 1).
2. The Admissions Office will forward the deferral application to the relevant Programme Board Chair. The student is required to make arrangements to discuss their decision, either by a meeting or telephone call, with the relevant Programme Board Chair;
3. The Admissions Office will arrange an appointment with the student to complete the official Application to Defer Form;
4. All applications to defer will be sent to The Office of the Registrar for consideration;
5. The Admissions Office will confirm decision regarding the deferral to the student in writing and copy to the Central Administration Office and Programme Board Chair/Supervisor.

*Updated 26 May 2017*

### Appendix A: Application to Defer Programme Stage [Internal]

This form does not apply to students who have been offered a place in first year through the CAO and who have not yet registered with Carlow College, St. Patrick's. These students must defer their place by contacting the Admissions Office directly. Please read the following carefully and complete all sections.

<b>Student ID No.:</b>	
<b>Programme &amp; Year (to be deferred):</b>	
<b>Surname:</b>	
<b>First Name:</b>	
<b>Permanent Address:</b>	
<b>Email Address:</b>	<b>Mobile No.:</b>
<b>Grant Holder:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Entry Route:</b> Advanced Entry <input type="checkbox"/> CAO <input type="checkbox"/> Mature Student <input type="checkbox"/> ACCS <input type="checkbox"/>	
<b>DEFERRAL</b> We would like you to complete the following so that we can understand why you are deferring your degree programme. Please indicate the <b><u>MAIN</u></b> reason for your deferral:	
<input type="checkbox"/> 1. Employment	
<input type="checkbox"/> 2. Personal/Family/Health Reasons	
<input type="checkbox"/> 3. Financial Reasons	
<input type="checkbox"/> 4. Academic difficulty	
<input type="checkbox"/> 5. Travel distance to Carlow College	
<input type="checkbox"/> 6. Other ( <i>please specify</i> ):	

Completed form should be returned to: Admissions Office, Carlow College, St. Patrick's, College Street, Carlow.

<b>DECISION TO DEFER</b>	
Has a meeting/Skype call/telephone call taken place between you and the Programme Board Chair?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Prior to making your decision to withdraw, did you discuss your options with any of the following Carlow College personnel? ( <i>please tick as many as required</i> )	
<input type="checkbox"/>	1. Academic Advisor
<input type="checkbox"/>	2. Member of Academic Staff ( <i>Lecturer/Tutor/Supervisor/Academic Resource Officer</i> )
<input type="checkbox"/>	3. Member of Administrative Staff
<input type="checkbox"/>	4. Member of the Students' Union
<input type="checkbox"/>	5. Student Health Service
<input type="checkbox"/>	6. Student Counselling Service
<input type="checkbox"/>	7. College Chaplaincy

**STUDENT DECLARATION:**

I have read the information below and confirm my intention to surrender my student card and officially defer my place at Carlow College, St. Patrick's. I confirm that all library books and/or other college property have been returned. I am aware that I cease to be a student of Carlow College and am therefore not entitled to any benefits accruing to students of the College.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_




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**TO BE COMPLETED BY THE REGISTRAR**

The above application is approved / is not approved.

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_