

Policy: *Learner Admission, Progression and Recognition Policy* **Owner:** Office of the Registrar

Date Approved: 23 October 2024



Admission Guidelines and Procedures for Deferred Entry or Deferred Continuation of Studies

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 (Hons) in Arts & Humanities, PC410).

The Admissions Officer will advise the Office of the Registrar of the application. The Office of the Registrar will decide if the deferral request is granted. The Admissions Officer will communicate

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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 1st 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. Students who wish to apply for a further deferral after one year must make a new application for a further deferral of one academic year. 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 online via the Carlow College website (the procedure is outlined below)**.

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

1. Request the link and password to the online *Application to Defer Programme Stage [Internal]* (or Deferral Form) from the Admissions Office.
2. Complete and submit the *Application to Defer Programme Stage [Internal]*.
3. The Admissions Office will forward the deferral application to the relevant Programme Director. Prior to completing the *Application to Defer Programme Stage [Internal]*, **the learner is required to make arrangements to discuss their decision, either by a meeting or telephone call, with the relevant Programme Director.** The Programme Director will advise the Office of the Registrar and the Admissions Officer in relation to the deferral application.
4. All applications to defer will be sent to the Office of the Registrar for consideration;

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5. The Admissions Office will confirm decision regarding the deferral to the student in writing and copy to the Central Administration Office and Programme Director.

Appeals Procedures

For the College's documented procedures governing decisions pertaining to admissions, please see the [Appeals Procedures for Admissions Decision](#) (Appendix 10).