Hibernia College Quality Framework

## DEFERRAL APPLICATION FORM

Read this form carefully, then complete sections 1 and 2 and submit it as a Word document via your student email along with any supporting evidence to **AAO@hiberniacollege.net**

THIS FORM WILL BE COMPLETED AND RETURNED TO YOU AS NOTIFICATION OF THE OUTCOME OF YOUR DEFERRAL APPLICATION

*Students who are granted either a deferral for any reason or are transferred to a later cohort for academic reasons, will be obliged to pay their instalment 2 in line with their original cohort and as per the date specified in their offer letter, or, no later than six weeks prior to their notified return to study date, whichever is the later.*

# Student Information and Declarations (completed by the student)

## Student Details

|  |  |
| --- | --- |
| **Name**  | Click or tap here to enter text. |
| **Student Number** | Click or tap here to enter text. |
| **Programme**  | Choose an item. |
| **Programme Cohort** | Click or tap here to enter text. |

## Checklist and Declaration

*Note: Do not submit this application until you have completed this checklist and signed below.*

|  |  |
| --- | --- |
| **Statement** | **Tick** |
| I have read and understood the **Policy** and the associated **Procedure** for **Temporary Suspension of Studies** before completing Section 2 below.[These are available on HiberniaCollege.com. For any clarifications, contact AAO@hiberniacollege.net] |[ ]
| I have included verifiable evidence in support of my application. |[ ]
| I have completed this form to the best of my knowledge and included all relevant information. |[ ]
| I understand that it is my responsibility to demonstrate that I have a valid reason to defer my place on the programme. |[ ]
| I understand that it is not possible to carry any credit for partially completed modules |[ ]
| I confirm the information provided is accurate per my knowledge. |[ ]
| Dated | Click or tap to enter a date. |

# Application Information

## Circumstances

|  |
| --- |
| **Please describe why you would like to suspend your studies.** |
| Click or tap here to enter text. |
| **When did the circumstances prompting your deferral application arise? Please give specific dates if possible.** |
| Click or tap here to enter text. |

## Evidence

*Note: Remember that the college* ***will not*** *consider applications for deferral that are not supported by verifiable evidence of the circumstances mentioned above.*

|  |
| --- |
| **Summarise the evidence you have in support of your application, which may be appended to your application.** |
| Click or tap here to enter text. |

# Determinations (completed by the College)

## Validation

|  |  |  |
| --- | --- | --- |
| **Question** | **Tick** | **Initials** |
| **Is a deferral likely to put the student over the time limit for completing the programme?** |[ ]  Click or tap here to enter text. |
| **Is the student in good academic standing?** |[ ]  Click or tap here to enter text. |
| **Is the student in good financial standing?** |[ ]  Click or tap here to enter text. |
| **Is the student in receipt of support services from the College?** |[ ]  Click or tap here to enter text. |
| **Refer to Head of School/Director of Programme?** |[ ]  Click or tap here to enter text. |
| **Details if required:** |
| Click or tap here to enter text. |

# Head of School/Academic Lead (completed by the College)

## Report

|  |  |
| --- | --- |
| **Question**  | **Tick** |
| **Are the student’s circumstances supported by evidence?** |[ ]
| **Are the student’s circumstances sufficient to merit a temporary suspension of studies?** |[ ]
| **What is the proposed check-in date for return to studies?** | Click or tap to enter a date. |
| **Other information:** |
| Click or tap here to enter text. |
| **Deferral granted?** | Choose an item. |

# Completed by:

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |