Hibernia College Quality Framework

## DEFERRAL APPLICATION FORM

Prior to completing this form, please read the Temporary Suspension of Studies Procedure and the Temporary Suspension of Studies Policy which can be found in the Hibernia College Quality Framework:

<https://qualityframework.hiberniacollege.com/document/view-current.php?id=37>

<https://qualityframework.hiberniacollege.com/document/view-current.php?id=19>

**Guidelines for completing this form:**

|  |
| --- |
| Read the Policy and Procedure on Temporary Suspension of Studies |
| Contact Student Support if you would like to discuss this option prior to applying: studentsupport@hiberniacollege.net |
| Contact Assessments and Awards Office if you have queries regarding completing the form: AAO@hiberniacollege.net |
| Complete sections 1 and 2 and submit as a WORD document and in no other format to Assessments and Awards Office: AAO@hiberniacollege.net |

You will receive notice of the outcome of this process from the Assessments and Awards Office (please check your email regularly).

Payment of Fees: Students who are granted a deferral for any reason or a transfer 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

Complete this checklist prior to submitting

|  |  |
| --- | --- |
| 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 https://qualityframework.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 are making this application |
| Click or tap here to enter text. |
| When did the circumstances prompting your application arise? Please give specific dates if possible. |
| Click or tap here to enter text. |
| When do you feel you will be able to return to your studies? Please note that this date cannot be assumed or guaranteed and is an expression of interest only. |
|  |

## Evidence

|  |
| --- |
| 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 Assessments and Awards Office)

## Validation

|  |  |  |
| --- | --- | --- |
| Question | Y/N | 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. |
| Proposed Check-in Date: |
| Proposed Return to Studies Date: |
| Click or tap here to enter text. |

# Academic Lead (completed by the College)

## Report

|  |  |
| --- | --- |
| Completed by:(name and date) |  |
| Question  | Y/N |
| Are the student’s circumstances supported by evidence? |[ ]
| Are the student’s circumstances sufficient to merit a temporary suspension of studies? |[ ]
| Grounds for Decision: |
| Click or tap here to enter text. |
| Deferral granted? | Choose an item. |