



Waterford Institute *of* Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

Policy for Deregistration and Deferral 2009

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Purpose:	This document outlines the policy and detailed procedures for student deregistration and deferral at WIT.
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Who Needs to Know About this Document:	General Public, WIT: Governing Body, Academic Council, Executive Board, Heads of School, Heads of Dept., Central Services Managers, All Staff, WIT Students' Union, All Students.
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Policy for Deferral and Deregistration

1. Introduction

The following document is divided into two sections:

- i. General principles relating to deferral and deregistration;
- ii. Procedures for applying for a deferral during the academic year.

2. General Principles Relating to Deregistration

2.1. Deregistering means that a student officially notifies the Institute that s/he is leaving a programme. Students remain liable for fees up to the date they officially withdraw from the Institute. Students wishing to deregister must complete the exit procedure. This involves the following steps:

- i. Complete the deregistration form DR1 which is available from Reception
- ii. The completed form must be returned along with the WIT card to either of the reception desks located in the College Street and Cork Road campus or by post to Registry, Waterford Institute Of Technology, Waterford;
- iii. Completed forms will be stamped at the Registry reception desk.

2.2. For fee purposes the date of receipt by the Registry of the written notification will be taken as the date of withdrawal. In the case of Irish and EU students, from September 2009 the Registration fee is refunded as follows:

- i. 75% refund up to 31st October with no refund thereafter;
- ii. The rules for refunds to full fee-paying International students are given on the International section of the WIT web site.

3. General Principles Relating to Deferral

3.1. Deferral means that a student applies to defer or postpone his/her programme or an element of it. Deferrals may be applied for as follows:

- i. Deferring a 1st year place (CAO):
A place may be deferred prior to commencement of a programme when a student is offered a place on a 1st year programme through the CAO but is not in a position to take the place due to unforeseen and exceptional medical, financial or family reasons.
- ii. Deferring a continuing or add-on year:
A student may apply to defer prior to the commencement of a continuing or add on year of a programme if at the start of continuing year a student finds that he/she is unable to continue his/her studies for the same reasons outlined above.
- iii. Deferring an examination/s:
When a student is unable to complete an examination/s during the course of an

exam session due to mitigating circumstances. A student will only be able to claim mitigating circumstances if he/she submits the relevant documentary evidence (eg. medical certificate) through their relevant School Office to the Examination Board for the particular examination session in which the circumstances apply. Claims submitted after the Examination Board has met and after the results have been published will not be considered. The Examination Board normally meets within two weeks of the conclusion of the examinations session. The decision on this deferral lies with the Examination Board. It applies to the deferral of exams only. It can postpone the opportunity to sit the exam. It is not an entitlement to re-attend and avail of tuition free of charge in the following academic year. The application to defer or postpone one's studies to the following academic year is a separate process which is outlined in the next point. Students in this category cannot apply for a fee review as outlined under compassionate and compelling circumstances below. This is not a means of avoiding the payment of fees.

iv. Deferral of a place during an academic year:

When a student at some point during the academic year finds that he/she is unable to continue his/her studies due to unforeseen circumstances an application in writing to the Registrar requesting to defer a place must be made. The letter must outline the reasons for this request. In addition the student must complete the application form, Form DA1, available from Registry.

3.2. Taught Postgraduate Deferrals:

Normally, deferrals are not available to taught Postgraduate students.

3.3. Ordinarily a student who withdraws from a programme is liable for fees. Fees are incurred on the student's return following a deferral of a programme or any element of it, which was granted during the previous academic year. The fees incurred relate to the student having received tuition, having had access to Institute facilities and whether the Institute has already drawn down tuition funding from the Higher Education Authority (HEA).

3.4. In the case of international students who are in WIT on a study visa they will be required by the Irish national immigration authorities to return for the year to their home country. They cannot stay in Ireland if they are not attending the course for which the visa was granted.

3.5. The granting of a deferral is an academic issue subject to academic regulations. These matters are the responsibility of the Registrar.

3.5.1. Deferral Fee Review for Compassionate/Compelling Circumstances

Ordinarily students are liable for fees. However, as outlined in a 3.1 (iv), in some instances a student defers a place due to unforeseen circumstances. These compassionate and compelling circumstances are circumstances which are generally beyond the control of the student and have had an impact on the student's academic progress and/or wellbeing. These could include:

- i. Serious medical condition or injury;
- ii. Bereavement of close family members such as parents or siblings or guardians;

- iii. A traumatic experience which could include but is not limited to:
 - a) Personal involvement in or witnessing of a serious accident or crime;
 - b) A serious crime committed against the person;
 - c) Unforeseen and extreme financial hardship.

3.6. When a deferral is granted students will be liable for full or partial fees when they return to their programme. An application for a fee review is made independent of the deferral application. In the cases of 3.1 i, ii and iv above the student receives written confirmation by the Registrar of the deferral. However, in the case of 3.1 iv the letter also informs the student of the process of making an application for a fee review under compassionate and compelling circumstances.

3.7. Applications made under compassionate and compelling circumstances are reviewed by the Deferral Review Committee consisting of nominees from Registry and the Finance Office. For making such an application Form FR1 will be enclosed with the confirmation of deferral letter. The student establishes compelling and compassionate circumstances by attaching evidence of them to this form. For example:

- i. Medical certificates provided as evidence must:
 - a) Must be issued by a registered doctor / consultant;
 - b) State that the student has “a medical condition and is unfit for class”;
 - c) State the length of time the student is unfit for class;
 - d) Include the doctor’s contact details.
- ii. Death and birth certificates included must be certified.
- iii. Evidence of a traumatic incident must include a police report, or a psychologist’s letter/report, or a report/letter issued by a suitably qualified professional. The psychologist’s report/letter must:
 - a) Be issued by a registered psychologist;
 - b) Include the psychologist’s contact details;
 - c) All certified evidence must be translated into English.

Decisions can only be made when all documentation has been reviewed.

3.8. A student who defers a place on a programme is not entitled to a refund for that year and will be liable for any increase in fee the following year.

4. Procedures for Applying for a Deferral during an Academic Year:

- i. A student must apply in writing for a deferral of a place to the Registrar stating reasons for the request and complete the deferral application form, Form DA1, available from Registry.
- ii. The student is notified of the outcome in writing by Registry (registration section) and advised that a fee will be incurred on return to college. The student will also be notified of the option to apply for a review of this fee in the case of compassionate and compelling circumstances and are advised to inform the grant authority if they are in receipt of a maintenance grant.
- iii. Application forms for a fee review in compassionate and compelling circumstances, Form FR1, are available from the Registry.
- iv. Notification of deferrals is sent to relevant heads of department.

- v. The student must return the application form within a month. The application must include supporting evidence. No applications will be considered after April 30th in year of application.
- vi. If additional information to support the application is required the student is contacted by the Academic Affairs section of the Registry.
- vii. A relevant history is printed from the student record system by Academic Affairs - previous examination results, grant information, current fee status and registration information.
- viii. The Deferral Review Committee meets in June to review applications and evidence and a recommendation is made. It may be necessary for a student to be interviewed by representatives of this committee.
- ix. This committee also recommends the appropriate fee and registration codes to be applied to the student record for the current and returning academic year. All decisions are recorded on Form FR1.
- x. Notification of the Committee's decision in order to amend the student record is sent by academic affairs to the registration section in Registry. The audit section of Form FR1 must be completed.
- xi. The student is notified of the decision in writing by Registry and the student record is amended.