

Student Deregistration/ Withdrawal & Deferral Operational Processes

2024/2025

Deregistration/Withdrawal and Deferral Operation Processes

Withdrawal from an Undergraduate Programme of Study: Deregistration

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

1. Complete the deregistration/withdrawal form which is available on the University website under the [Registration Section](#);
2. Overseas students who have been granted a study permit for a programme of study at via the International Office are required by the Irish national immigration authorities upon de-registration to either return to their home country and provide evidence of a flight ticket, and a stamp on their visa/passport showing that they have re-entered their home country, or alternatively students must register and pay fees at another visa approved third level college in Ireland, and provide evidence of same to the University, the Immigration Authorities linked to their campus, and the Immigration Authorities in the city/location to which they are transferring.
3. For fee purposes the date of receipt by the Office of the VP for Academic Affairs of the formal notification will be taken as the date of withdrawal. Repeat learner students are not ordinarily entitled to a refund. The SETU Fees Policy on the University website provides details regarding refunds.
4. The University advises that students should notify their grant/funding authority of their withdrawal.

Part-time programme fees

Part-time programmes may occasionally not run due to insufficient numbers.

The terms and conditions for part-time student refunds are detailed in the SETU Part-time Student Fee Refund Policy.

Withdrawal from an Undergraduate Programme: Deferral

Deferral means that a student applies to defer or postpone the student's programme or an element of it. Deferrals may be applied for as follows:

1. **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. Deferral of a 1st year place is ordinarily only valid for one year, after which time a new application must be made through the CAO.
2. **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 the continuing year a student is unable to continue the studies for the same reasons outlined above. Consecutive deferral of a continuing or add-on year may only occur for three years subject to meeting the requirements of the Deferral policy. This ruling may not apply to deferral applicants on Nursing Programmes, as there is a maximum time in which all Nursing Programmes must be completed, as indicated in Nursing programme documents. There may be other programmes where this ruling applies, please ensure to check with your Faculty Office.

3. **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 by submitting the relevant documentary evidence (e.g. a stamped or certified medical certificate) within five days of the exam to their Faculty Office, for 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 examination's 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 or circumventing registering as a repeat learner.

4. **Deferral of a place during an academic year:** When a student at some point during the academic year is unable to continue studies, due to unforeseen circumstances an application in writing to the VP for Academic Affairs, Teaching and Learning requesting to defer a place must be made. The letter must outline the reasons for this request. In addition, the student must complete a deferral application form, further details are available [here](#). Ordinarily repeat learner students may not apply for a deferral of their place. Students must reapply to repeat their programme in a subsequent year. Fee reviews, as part of a deferral application, may only be made under evidence based compassionate and compelling circumstances.

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 University facilities and whether the University has already drawn down tuition funding from the Higher Education Authority (HEA).

For fee purposes the date on which a decision is made on the deferral application will be taken as the date of deferral. Successful deferral applicants prior to 31st October may be eligible to have their registration fee carried over to the year of return, up to a maximum of three consecutive years. However, should there be an increase in the Student Contribution Fee in the interim then students will be liable for this increase. The University advises that students should notify their grant/funding authority of their deferral. If there are outstanding fees on a student's account these must be paid prior to a student's return following a deferral.

Normally, deferrals are not available to Taught Postgraduate students.

In the case of international students who are in SETU on a study visa, via the International office, 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.

The granting of a deferral is an academic issue subject to academic regulations. These matters are the responsibility of the VP for Academic Affairs, Teaching and Learning.

Deferral Fee Review for Compassionate/Compelling Circumstances

Ordinarily a student who withdraws from a programme is liable for fees. However, 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, siblings, guardians, children or dependents;
- 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.

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. Deferral applicants receive written confirmation from the VP for Academic Affairs of the decision on their deferral application, and where relevant the letter also informs the student of the process regarding making an application for a fee review under compassionate and compelling circumstances.

Applications made under compassionate and compelling circumstances are reviewed with the supporting evidence supplied, this review involves members of the relevant offices such as Fees and Student Supports. For making such an application the student establishes compelling and compassionate circumstances by attaching evidence of them to their application letter or form. For example:

- i. Stamped or certified medical certificates provided as evidence must:
 - a. Be issued by a medical 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 by a certified translator.

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

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. It is ordinarily not possible to defer Semester 1 and complete Semester 2 of a programme.

Procedures for Applying for a Deferral during an Academic Year

1. A student must apply in writing for a deferral of a place to the VP for Academic Affairs stating reasons for the request and complete the deferral application form.
2. The student is notified of the outcome in writing by the VP for Academic Affairs (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 SUSI or relevant funding authority if the student is in receipt of a maintenance grant.

3. Applicants will be advised of the process to apply for a fee review in compassionate and compelling circumstances if relevant.
4. Notification of deferral is sent to relevant Heads of Department/Faculty and the International Office and immigration authorities, where relevant.
5. The student must return the fee review application within a month. The application must include supporting evidence. Ordinarily applications will not be considered after April 30th in the year of application. However, evidence based compassionate and compelling circumstances may be considered on an individual basis.
6. If additional information to support the application is required the student is contacted directly for same.
7. A relevant history is printed from the student record system — previous examination results, grant information, current fee status and registration information and other information which may be required for decision making purposes.
8. The deferral reviewers or equivalent meet in June to review and close applications and evidence for an academic year and any final recommendations are made. It may be necessary for a student to be interviewed by representatives of this committee.
9. The student is notified of the decision in writing by the VP for Academic Affairs team and the student record is amended.
10. Ordinarily, no applications will be considered after April 30th in year of application.

Withdrawal from a Taught Postgraduate Programme: Deregistration

Deregistration is the only mechanism for withdrawing from a taught post graduate programme. It is not possible to defer a place on a programme. However, in compassionate and compelling circumstances the fees paid may be carried over to the year of return, up to a maximum of three years. Even in these circumstances the student is liable for any increase in fees, which may have been made in the interim.

Deregistering/withdrawal means that a student officially notifies the University of the decision to withdraw from the programme. If a student has deregistered from a programme, then the student is no longer a student of the University and will have to reapply through the formal Taught Postgraduate Applications system to enter any subsequent programme. Students wishing to deregister must complete the exit procedure. This involves the following steps:

- i. Applicants must complete the deregistration form;
- ii. In the case of International students who are in SETU on a study visa, via the International Office, if a student has deregistered from their programme the student must satisfy the requirements of the Immigration Authorities in Ireland as outlined by the Immigration Office.

Note:

Where there are evidence based compassionate circumstances, students may apply for a fee review. For the purpose of this review, the date of receipt by the VP for Academic Affairs of the written notification of deregistration will be taken as the date of withdrawal.

Assessing Fees Relating to Compassionate and Compelling Circumstances

These 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, siblings, guardians, children or dependents;
- 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.

The student establishes compelling and compassionate circumstances by attaching evidence of them to the fee review form or letter. For example:

- i. Medical certificates provided as evidence must:
 - a. Be issued by a medical 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 by a certified translator.

Decisions can only be made when all documentation has been reviewed and when if necessary consultation with the funding body has taken place.

Procedures for fee review in Compassionate and Compelling circumstances

1. If a student has to deregister because on the basis of encountering compassionate and compelling circumstances students may apply to be considered for a carryover of a portion of the fee credit until the year of return, up to a maximum three-year period. To be considered for this is an exceptional measure and the student must submit substantial evidence as outlined above. Fee review requests outside of the circumstances listed above may be considered on evidence-based individual circumstances.
2. In establishing the circumstances for each case, the relevant Head of Department/Faculty will be consulted to ascertain if the taught postgraduate programme on which the student was registered is likely to be offered in the immediate future. If compassionate and compelling circumstances have been applied the student must still reapply formally to re-enter the programme. Re-entry under compassionate and compelling circumstances involves submitting a formal application to the VP for Academic Affairs. The carryover of credit for fees paid will expire after a period of 3 years.
3. The only instance where a refund applies relates to cases outlined above.
4. The student is notified of the outcome in writing by the VP for Academic Affairs team and advised that, should credit for fees already paid by the student be carried over the student on return to the University will be liable for any fee increase in the interim. The student is advised to inform the grant authority/funding authority/sponsor if the student is in receipt of a funding.

5. Notification of the outcome is sent to the relevant Heads of Departments/Faculty. The International Office is also notified where appropriate.
6. The student record is amended to reflect the outcome relating to the amount of credit being carried-over.