

POLICY TITLE	DEFERRED ENTRY/DEFERRALS POLICY
POLICY OWNER	DIRECTOR OF RECRUITMENT AND ADMISSIONS
POLICY OPERATOR	UCC ADMISSIONS OFFICES
DATE APPROVED	

PURPOSE

This policy sets out that students who have been offered a place in University College Cork may apply defer their entry to the University for one year. The application process and conditions therein are set out.

SCOPE

This policy applies to all undergraduate and postgraduate students who have been offered a place in UCC. It should be noted that the procedures for deferred entry differ for different cohorts and that it is not always possible to defer a place. Deferred entry/ deferral requests are considered on a case-by-case basis and a range of factors are taken into account, including programme quota, the nature of the offer, and the reasons set out by the applicant.¹ Any application for deferred entry being made on medical grounds should be evidenced by a letter or certificate from a doctor. There is no guarantee that a deferred entry/deferral application will be approved.

RELATED PROCEDURES

1. CAO (EU) Undergraduate Applicants

Students who have been offered a place in University College Cork through the CAO may be permitted, on application to the Admissions Office, to defer First Year entry to the University for one year. CAO (EU) Undergraduate applicants may not always be able to defer entry to a programme however. For example, in order to ensure adequate places for next year's applicants, there is a limit to the number of deferrals which can be granted in any course.

Applying for Deferred Entry of a CAO Place

- Applicants should not accept the CAO offer;
- Applicants complete and submit the [Deferred Entry Request Form](#) immediately and no later than two days before the 'Reply Date' shown on the CAO Offer Notice;
- A non-refundable administrative fee of €25 is required to process your deferral application;

¹ The terms 'deferred entry' and 'deferral' are sometimes used interchangeably here and elsewhere. 'Deferred entry' will normally describe the procedure for undergraduates who do not wish to take up their University place for a year, while 'deferral' will normally refer to the procedure for postgraduates who wish to defer a place in the University for a year.

- The Undergraduate Admissions Office will communicate the decision to the applicant by email within one week of the application.

Late Deferred Entry Applications

- If a student accepts an offer and later wishes to defer, the Admissions Office must be contacted immediately. It may be then be possible to offer the place to the first applicant on the waitlist.
- After week 3 of semester 1, Deferred Entry applications can only be considered in very exceptional circumstances, e.g. serious medical grounds.

Deferred Entry Conditions

- Deferrals will not be approved for students who intend to take up another third level place in the current academic year. Doing so will forfeit the deferral;
- Applicants must follow the procedure for taking up a Deferred Entry place as outlined above;
- Deferral places may be subject to a quota;
- Deferrals will not normally be granted in the following situations:
 - (1) Late round offers, i.e. where candidates have not achieved the Round 1 cut-off points score;
 - (2) Where granting a deferral will significantly disadvantage applicants competing for places on the course the following year;
 - (3) For places on Medicine or Dentistry programmes;
- The University cannot guarantee that the programme will run for the planned year of entry, or that it will not be amended, or that the student fees will not change.

2. International Undergraduate Applicants (Non-EU)

International students from outside the European Union who have been offered an undergraduate place in UCC through PAE may be permitted, on application to the [Non-EU Undergraduate Admissions Manager](#), to defer First Year entry to the University for one year. Non-EU Undergraduate applicants may not always be able to defer entry to a programme however. For example, in order to ensure adequate places for next year's applicants, there is a limit on the number of deferrals which can be granted in any course.

Applying for Deferred Entry of a Non-EU Place

- To apply for a deferral, applicants must accept their offer and must have met all offer conditions.
- If there is a programme deposit required on acceptance of a place on the course, this must be paid to continue with the deferral application process. Applicants who do not wish to pay the deferral deposit may choose to reapply and compete for a place in the normal way the following year.
- Complete and submit the [Deferred Entry Request Form](#) immediately, but no later than the acceptance deadline outlined in the offer letter.

- The International Office will communicate the decision to the applicant by email within one week of the deferral application.

Late Deferred Entry Applications (Non-EU)

- After week 3 of Semester 1, Deferred Entry applications can only be considered in very exceptional circumstances, e.g. serious medical grounds.

Deferred Entry Conditions (Non-EU)

- Applicants must follow the procedure for taking up a Deferred Entry place, i.e. applicants must have accepted their offer, paid their deposit and must have met all conditions of their offer;
- Deferral places may be subject to a quota;
- Deferrals will not normally be granted for places on Medicine or Dentistry programmes;
- The University cannot guarantee that the programme will run for the planned year of entry, or that it will not be amended, or that the student fees will not change.

3. Postgraduate Deferrals (EU and Non-EU students)

Not all postgraduate programmes allow deferrals. Programmes that allow deferrals are listed in the [Deferral Application Form](#).

Applying for a One-Year Deferral

- To apply for a deferral, applicants must accept their offer and must have met all offer conditions.
- If there is a programme deposit required on acceptance of a place on the course, this must be paid to continue with the deferral application process. Applicants who do not wish to pay the deferral deposit may choose to reapply and compete for a place in the normal way the following year.
- Applicants must complete the online [Deferral Application Form](#) and EU students will pay a non-refundable administrative fee online.
- Applications for deferrals for medical reasons must be accompanied by medical certification;
- If a deferral is granted, a confirmation email will be sent by the relevant office to the applicant's email address;
- A non-refundable deposit, payable by bank transfer, will be required to confirm the deferred place unless a programme deposit has already been paid as part of a course acceptance;
- On receipt of the deferral deposit, the place will then be held and re-offered the following year. On acceptance, the deposit will be deducted from the postgraduate fees due.

Deferral Conditions

- Deferral requests will be considered on a case-by-case basis in consultation with the Programme Coordinator;
- Deferral requests will only be considered prior to online registration on a course;
- Applicants must follow the procedure for deferrals as outlined above;
- The University cannot guarantee that the programme will run for the planned year of entry, or that it will not be amended, or that the student fees will not change.