**Application for Suspension of Studies** **R-40**

**Academic Year 2023/2024**

**Closing Date:** 27th October 2023

***Section A: Suspension of study (Leave of Absence) Procedure***

A suspension of study is available to students who have serious or medium term circumstances which mean they are unable to engage with their studies for the full academic year. A suspension of study is applicable in the following circumstances:

* serious ongoing/medium term medical problems (normally evidenced by a deferral or postponement in the previous academic year)
* serious ongoing/medium term documented personal issues (mental health, family situation, financial situation)
* serious medium term work commitments (relocation of self or partner)
* maternity leave, adoption leave, carer’s leave and other related leave types

A suspension of study may be granted to students who have documentation to support the above circumstances for the academic year 2023/2024

If you wish to apply for formal suspension of study, please complete this form, obtain all required signatures of approval and return to Registry by the closing date.

***Section B: Suspension of Studies*** *(Leave of Absence)* ***Notes:*Closing Date:** 27th October 2023

**Supporting Documentation**

All forms must be accompanied by supporting documentation. Forms received after the closing date are subject to approval and must be accompanied by supporting documentation providing an explanation for the late submission of the request. Where a student has completed any elements of assessment for the current academic year a suspension of study cannot be approved. The student should apply for a postponement of assessment in these instances. <https://www.dcu.ie/registry/postponement-assessment-0>

**Fee Implications**

Suspending your studies after the 27th of October will incur a programme fee for both the current year and when re-registering in the new academic year. Clarification of fee liability should be sought from the Student Fees team prior to submitting this form. You can contact Student Fees at [fees@dcu.ie](mailto:fees@dcu.ie).

**Fees and Grants**

Students are advised to contact Student Fees in advance of any requests to seek clarification of fee liability. Please note if you are in receipt of a grant, it is your responsibility to contact your Grant Authority/SUSI to confirm you are suspending your studies for the academic year 2023/2024.

**Use of University Facilities while on suspension of studies**

Students on a suspension of study will retain access to their university systems but will no longer be included on class lists or have access to the Loop teaching resources.

**Resuming Your Studies**

If successful in your application, please note that the curriculum of your course may be amended and the same modules may not necessarily be on offer when you return to your studies. Students are required to register for the current curriculum when they return to their studies. Once a suspension of studies has been granted for an academic session it cannot be revoked.

**Application for Suspension of Studies**  **R-40**

**Academic Year 2023/2024**

**Closing Date:** 27th October 2023

**Student Details:**

|  |  |
| --- | --- |
| Name: | ID Number: |



|  |  |
| --- | --- |
| Programme: |  |



Stages completed: Year 1 Year 2 Year 3 Year 4 Other 

Has the university been made aware of these circumstances previously: e.g. previous deferral or postponement of assessment? Yes: □ No: □

Please state, briefly, your reason for requesting suspension of studies **(Please ensure all documentary evidence to support you application is attached):**







**Students**: Please note if you are in receipt of a **Grant**, it is your responsibility to contact your local authority to advise them that you have been granted a Suspension of Studies for the Academic Year.

|  |
| --- |
| Do you have a student visa:  Yes: □ No: □  Please note that the basis of your student visa will not apply in the suspended year as you will not have an active registration with DCU. It is your responsibility to meet the requirements of your student visa at all times. |

**I hereby request a Suspension of Studies from the above programme until:**

**Expected Date of Return : Academic Year**

**Signed: Date:**



# Chairperson of the Programme Board

On behalf of the

Programme Board, I confirm that the above-mentioned student has been given permission for a suspension of studies for academic year 2023/2024 and will return to the University as outlined above.

***Signed: Date:***

***Chairperson of Programme Board***

# Associate Dean for Teaching and Learning

I confirm that the above-mentioned student has been given permission for a suspension of studies for academic year 2023/2024 and will return to the University as outlined above.

**Signed: Date:**

**Associate Dean for Teaching and Learning**

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Please return the completed form to:

**Student Enrolment**

**Registry**

**Dublin City University**

**Dublin 9**

**Or complete and scan back to** [**deferredapplications@dcu.ie**](mailto:deferredapplications@dcu.ie)

**Deadline for submission:** **27th October 2023**

**Data Protection Notice:** Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy, which can be viewed at the following website address: **https://www.dcu.ie/sites/default/files/policy/25\_-\_data\_privacy\_policy\_v3.pdf**