

<b>Document Name and Version</b>	<b>4.1 Policy and Procedure for Programme Deferral.</b>
<b>Policy Number</b>	4.1
<b>Policies that Interact with Policy 4.1</b>	Policy 4.2 Policy and Procedure for Programme Withdrawal Policy 4.3 Fees Policy Policy 5.2 Assessment Regulations
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	April 2024. <ul style="list-style-type: none"> <li>• Extended time period for notification to return.</li> <li>• Clarified time periods for applications.</li> <li>• Clarified procedure</li> </ul>

## **1. Preamble.**

1.1. This policy sets out the provisions for learners who wish to defer from IICP College programmes.

1.2. This policy addresses the requirements of (i) QQI's suite of QA guidelines, (ii) QQI Assessment and Standards (revised 2013) and (iii) ESG. These regulations require that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner life cycle.

## **2. Purpose.**

2.1. The purpose of this policy is to ensure that IICP College learners understand their rights and obligations as well as the process in relation to requesting a deferral of their programme.

## **3. Principles.**

3.1. The principle guiding this policy is that IICP College is explicit and transparent about the process of deferral.

## **4. Scope.**

4.1. This policy applies to registered learners on all core programmes in IICP College, that is, a programme that is validated by QQI and/or has accreditation with IACP. This policy does not apply to Continuing Professional Development courses.

4.2. This policy should be read in conjunction with related IICP College Policies:

- Policy and Procedure on Fees;
- Assessment Policy;
- Policy and Procedure on Examination Boards;
- Policy and Procedure on Mitigating Circumstances;
- Policy and Procedure on Programme Withdrawal.

## **5. Roles and responsibilities.**

- 5.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.
- 5.2. The Executive Management Team [EMT] is responsible for decision making in relation to deferral applications.
- 5.3. Registry is responsible for informing students and faculty of decisions made under this policy, and for consequent management of student records.
- 5.4. Lecturers, Programme Leaders, the Dean of Academic Affairs and a member of the permanent senior faculty team are responsible in the first instance for taking appropriate action under this policy where they are approached by a learner. Given that the possibility of making such a decision can be difficult for a learner to discuss, the learner is given a freedom of choice regarding who they first approach. However, faculty are required to inform the Registrar where any learner is considering a deferral.
- 5.5. Learners are responsible for making themselves aware of the procedure for and implications of their deferral.

## **6. Policy.**

- 6.1. Deferral and re-entry are not a right, and are awarded at the discretion of IICP College. Each case is subject to individual review and IICP College reserves the right to adjust decisions depending on individual circumstances.
- 6.2. Under certain circumstances, such as where a programme is being withdrawn or is changing substantially, the option of a deferral may not be available.
- 6.3. A learner may apply for a deferral where they require a leave of absence and intend to return to their programme of learning. Learners should note that there is an administration fee of 250 euro for a deferral application.

6.4. Granting a deferral is not a guarantee of re-entry into the same programme. While every effort will be made to facilitate re-entry to a particular programme within the specified timeframe, it is important to note that programmes evolve over time. Programme components such as modules and assessments may have changed by the time of re-entry, and therefore additional work could need to be completed in order to achieve the learning outcomes of the programme. This may incur an additional fee.

6.5. Deferral is a big decision, and learners are required to inform themselves of the consequences, consider their options, and discuss their situation with their Lecturer, Programme Leader, Programme Co-ordinator or the member of the permanent senior faculty team.

6.6. It should be noted that the consequences of deferral will vary with different situations. Prior to their application learners should make themselves aware of the implications of a deferral in their circumstances, in particular:

- Fees;
- Recognition of work completed;
- Programme work and assignments;
- Personal Therapy;
- Counselling Supervision;
- Client work;
- Re—entry.

6.7. Learners should ensure that they are aware of conditions, procedures and timelines for applying for re-entry (see in particular Notice to return requirements).

6.8. Applications for deferral may be made before commencing the first or subsequent year of the programme, or during the programme. The procedure is the same; however, it is important to be aware that the fee implications are different.

6.8.1. Students should note that a deferral that is granted after the commencement of a programme stage can only take into account completed modules. Where a

module has begun and is not completed than that module will need to be repeated on return, and this will incur a module fee.

6.9. Other than in exceptional circumstances, re-entry following deferral, where granted, can only occur at the beginning of the next semester or at the beginning of the next academic year.

## **7. Procedure.**

7.1. There is an administration fee of 250 euro for a deferral, which must be paid when a deferral is granted. Please note that a deferral cannot come into effect until the administration fee is paid.

7.2. Prior to applying for a deferral learners are required to discuss their situation with their Lecturer, Programme Leader, the Dean of Academic Affairs or the member of the permanent senior faculty team, and to ensure that they are aware of the consequences of deferral in order that they can make an informed choice. Any faculty member who is informed of a learner's intention to defer must inform the Registrar as soon as possible.

7.3. Registry is responsible for management of this policy.

7.4. The Executive Management Team holds ultimate responsibility for the outcome of any request for deferral. The EMT may delegate decision-making power to a sub-committee to act on its behalf. Registry shall inform the learner, member of the permanent senior faculty team and Programme Leader of the outcome of the deferral application and update the learner record systems appropriately

7.5. Learners will receive a decision from the College via email.

7.6. Where deferral is granted, the learner will be notified of confirmation of deferral by email or letter. Administration fees which have not yet been paid are required to be paid at this stage.

7.7. The date of notification of confirmation of deferral is the date of deferral. This is the date that will be used, where applicable, in the calculation of fees to be credited to the learner's account on return.

7.8. If the administration fee is not paid then the offer of a deferral lapses.

7.9. The decision of IICP College is final.

7.10. Fees: Learners should note:

- There is an administration fee of 250 euro for a deferral.
- Deferrals are not a right and are at the discretion of the College.
- Deferrals can only be granted when all due fee components are paid (deposit and direct debit payments are up to date).
- Granting a deferral may result in fees or a proportion of fees being placed against future fees.

7.10.1. A deferral can only take into account completed modules. Where a module has begun and is not completed at the time of deferral than that module will need to be repeated on return, and this will incur a module fee.

- A deferral does not result in a refund.

7.11. The date of deferral is the date of confirmation by the College of the granting of a deferral. Verbal notification does not result in a formal deferral. Please note that an administration fee is required before a deferral comes into effect.

7.12. Deferral forms and supporting documentation should be sent to [studentservices@iicp.ie](mailto:studentservices@iicp.ie).

7.13. In order to avoid additional fees, completed deferral application should be submitted at least 4 weeks before the commencement of the programme. Where the application is granted, this will allow a student to place programme fees paid (less

administration fee) against the subsequent year's programme. Please note that an administration fee is required before a deferral comes into effect.

7.14. A deferral is at the discretion of the College, and is usually granted where there are exceptional circumstances. Where a deferral application is submitted after the commencement of the programme, or less than 4 weeks before the commencement of the programme, is granted by the College, then remaining programme fees will be placed against subsequent year's programme. Please note that an administration fee is required before a deferral comes into effect.

7.14.1.1. Remaining course fees can only take into account completed modules, that is modules where attendance requirements have been met and the assessment has been passed outright. Where a student has any outstanding work (including assessments and class time) on a module that has commenced at the time of the granting of a deferral then this work must be completed on return, and this will result in an additional fee for the entirety of that module.

7.15. Please note that a deferral does not come into effect until the administration fee has been paid and the application has been approved by the College.

7.16. Notice to return requirements:

7.16.1. Notice of intention to retake a place should be made to [admissions@iicp.ie](mailto:admissions@iicp.ie).

7.16.2. Notice to return must be received by the College at least two months before the programme is due to begin.

7.16.3. Re-entry onto the programme requires a clear understanding of programme work outstanding as a result of deferral from the programme. While this can be indicated at the time of deferral, it is dependent on the programme at the time of re-entry. Any arrangements regarding programme work will be made by the faculty following a successfully re-entry application, and any additional fee will be finalised at this time.

Confidential Notification of Deferral Form

<b>Learner Name:</b>	
<b>Learner No:</b>	
<b>Programme:</b>	
<b>Programme Code:</b>	

<b>Please indicate briefly your reason for deferring:</b>

<b>Have you consulted with your Programme Leader/Faculty Member about your decision to defer?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state the name of programme leader/faculty member:
<b>Have you consulted with a member of the IICP College Registry Department about your decision to defer?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state the name of person in Registry Department:

**Learner Declaration**

I wish to defer my place on the programme. I confirm that I understand the consequences of my decision to defer from the programme, including the fees implications. I intend to take up my place at the beginning of the next academic year 20. I understand that I am required to notify the College at least two months prior to taking up my place. I confirm that I am aware that the programme may change with time and I do not have a right of re-entry into exactly the same programme from which I deferred. I have read and understood IICP College's Deferrals policy.

Signed: \_\_\_\_\_

Date:

\_\_\_\_\_  
(Learner Signature)

IICP College Office use only	
Signed form in student folder <input type="checkbox"/>	Accounts updated to 'Deferred' <input type="checkbox"/>
Student folder moved to Deferred <input type="checkbox"/>	Learner Moodle account deactivated <input type="checkbox"/>
Ratified by: _____ and _____ (Member of Registry) (Senior Manager)	

Saturday 24 August 2024

Signed:

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