



Protocol for Deferred Offers

Applicants who have been offered a place in UCD and wish to take a year out are welcome to request a one-year deferral. Applicants who defer cease to be students of UCD and may not attend any third level institution in the intervening year.

CAO Applicants

Please note that it is not always possible to defer entry. For example, to ensure adequate places for next year's applicants, there is a limit on the number of deferrals which can be granted in any course¹ and must be proportionate to the sub-quotas for the different entry routes. This may mean that in later rounds no deferral requests can be granted for some courses.

Deferrals must be requested in writing using the form on the deferral webpage www.ucd.ie/ugdeferral

Deferrals must normally be requested well in advance of the reply date on the CAO offer. If the offer is not accepted or deferred by the reply date, the offer is no longer valid and cannot be deferred.

In any given round, if the number of deferral requests exceeds the number of places allocated for deferral in the relevant course/cohort, deferrals will be granted:

1. In the order in which the requests were received until the quota is full
2. Thereafter deferral requests will only be considered in cases of force majeure.

Please note course content can change from year to year so applicants should check the prospectus for the following year to ensure the relevant options will still be available.

Applicants who are given permission to defer entry in the intervening year must not:

- Attend a third-level institution (this does not include 1 year QQI-FET courses), or
- Repeat the Leaving Certificate examination with the intention of applying for a different third-level programme.

To do so will mean the deferral lapses and the applicant must compete for a place in the normal way.

If an applicant accepts/defers a later offer through CAO, the deferral is automatically cancelled.

¹ Deferral requests can be granted to a limit of 5% of places (based on the planned intake for that course in the following year). Only in exceptional circumstances and with documented evidence are places granted above the 5% quota (to a maximum of 10%).



If an applicant who has accepted subsequently requests a deferral, the request will be considered up to second week of teaching term, subject to the restrictions outlined above. Because it is too late to offer the place to another applicant thereafter, deferrals will only be granted in force majeure circumstances up to the end of the first trimester. Students who have completed a trimester should see the [Leave of Absence policy](#). There may also be fee implications in such cases. In either of these circumstances, the granting of a deferral will automatically cancel the student's registration.

For further information please see [the deferral website](#).

Note: a second deferral can only be granted in exceptional circumstances and must be requested when the deferral offer issues.

Amendment Deferrals

Applicants who are successful in their leaving certificate results appeal and now have points sufficient for a higher preference, may be offered a place in the year of appeal subject to capacity. If there are no available places, the applicant(s) will be offered a deferred place for the following year.

We have been advised by the Department of Education and Skills that any student who accepts a deferred place in UCD as a result of an upgrade and who has already accepted and begun another university programme is permitted to remain in this programme for the year, without a fees penalty.

Taking up the deferral the following year

Applicants who have been granted a deferral and wish to take it up the following year:

- must re-apply through the CAO by 1 February of the following year, placing the deferred programme as the first and only preference². (It is possible to delay application until 1 May on payment of the late application fee).
- must notify us of their new CAO number.
- If these procedures, are followed the new offer will issue in Round A which normally goes out in early July and must be accepted by the reply date.

Direct Applicants through UCD Apply

Non-EU undergraduate

Undergraduate applicants wishing to defer should contact UCD Global Admissions.

Deferrals are granted on a case-by-case basis.

Transfer applicants

As transfers are subject to availability of places in a given stage/semester, deferrals are not available to transfer applicants.

² For those who received a deferral on the basis of a Leaving Certificate amendment, other courses may be included in order of preference.



Graduate

If an applicant receives a firm offer and wishes to defer, they will need to contact the UCD School which has made the offer.

The applicant will normally be required to pay a €500 deferral charge. This will be set against the tuition fee for the subsequent year, when they avail of the place.

If the deferral charge is not paid within the specified timeframe, the deferred entry place will be forfeited. The applicant can, of course, apply again the following year in the normal way and be assessed in competition with other applicants.

To take up a deferred place there is no need to apply again the following year. UCD Applications will transfer the application to the following year provided the applicant has deferred formally and paid the deferral charge. An offer will be issued which will then need to be accepted in the normal way.

Please note that Schools are not obliged to offer a deferral facility. Schools can exclude any or all of their programmes from deferrals.