

Ollscoil na hÉireann, Gaillimh
J.E. Cairnes School of Business & Economics

APPLICATION FOR DEFERRAL OF EXAMINATIONS

1. Deferral of any examination is a very grave matter, and students will not **normally be granted any deferral** except for the **most serious of situations**.
2. Deferrals are only permitted at the discretion of the School Administrator, on **bona fide** grounds of ill-health, or bereavement of close family members, or serious personal circumstances which can be verified independently. Applications which fall outside of these guidelines will normally be refused.
3. Students must provide documentary letters, medical certificates or other support material from medical doctors, student counsellors or others along with their application. The School Administrator reserves the right to verify the stated grounds for deferral.
4. Only the courses listed on the form will be deferred.
5. This form must be returned to School Administrator, Top Floor, Cairnes Building, NUI, Galway. **In addition, students must make arrangements to see the School Administrator personally.**
6. Students should contact the School Office to be informed of the outcome of their application. Students should continue study and preparation for their examinations pending notification. Students should not presume that any deferral has been granted until informed of the outcome of their application.

STATEMENT

I, _____ Student I.D. No. _____
Full Name of Applicant (as per Birth Certificate)

Of _____ (Telephone No.)
(Address for Correspondence)

hereby apply to the J.E. Cairnes School of Business & Economics Administrator for Deferral of Examination(s) as follows:

Programme _____ Year _____ Exam Session _____
(First, Second, etc) (Sem I or II)

Code and Title of Courses: (Please also indicate dates exams are due to take place)

(If granted, deferrals will be only in respect of courses and course codes listed. It is not sufficient to give the subject name only).

My reason(s) for requesting this deferral is as follows:

(A supplementary page may be added. A medical certificate must be provided if medical reasons are being cited for the deferral)

I have discussed my request with the following members of staff:

(e.g. member of academic staff, Student Counsellor, Dean of Residence, Medical Officer)

I declare that this statement is true and that the School Administrator may investigate the circumstances of the case.

Signature: _____ Date: _____

For Office Use Only

- Deferral Granted _____
- No Deferral Granted _____
- Deferral Granted subject to supplementary documentation being received:

Signed:

J.E. Cairnes School of Business & Economics, NUI, Galway