

Credit of Fees

A deferral of **place/programme/module(s)** is a matter for the Head of Department. It is important to note that a deferral of the above does not automatically entitle a student to a **Credit of Fees** paid.

It is only in extenuating exceptional circumstances, supported by documented medical evidence, **relating to the student**, that the Institute would consider a **Credit of Fees** from one year to the **subsequent** year.

In such cases, the appropriate application form (form attached) must be completed in full and submitted along with the relevant supporting medical documentation to the Office of the Registrar and Vice President for Academic Affairs.

IT IS IMPORTANT TO NOTE:

Cases can only be considered where a student has missed a significant period of time within a semester. A student who has presented for examinations or attended for some modules within a semester cannot be considered for a Credit of Fees.

The Medical Documentation submitted must be **Original documents. **Photocopies or email copies will not be accepted.** The documentation must state the period of time in which the circumstances occurred and verify that such circumstances prevented the student from attending college.**

Cases will not be considered without the relevant supporting Medical Documentation.

Please note that a number of issues are taken into account when considering such cases in particular the last date of attendance recorded for the student. Furthermore a student must have completed and returned the relevant **Deferral Form** which should clearly indicate which semester(s) they deferred.

Where the Institute approves a **Credit of Fees** please note:

- The credit of fees is only from one year to the subsequent year. If the student does not return to college in the subsequent year no further credit of fees is possible.
- A student who is in receipt of a grant must be returning to fulltime study in the subsequent year.
- The student is liable for any difference in fees in the subsequent year.