

# Time Out Application Form

A period of Time Out is defined as an extended period of time spent away from the programme of study. You may apply for Time Out for a period of one or two semesters. Applications for Time Out need to be approved by Academic Registry in consultation with the Head of Academic Affairs, the Head of School and Head of Department.

The college reserves the right to operate a limit on the number of Time Out requests approved for each programme. This is particularly the case in areas where access to workshop and studio spaces are essential for participation on the programme. Where there is an over application for Time Out, priority will be given to those with medical and other difficult personal circumstances.

Where a student goes on leave of absence without approval through the Time Out process they must re-apply for admission. Re-admission is not guaranteed and will depend on spaces being available. Time Out forms must be submitted to Academic Registry by emailing [studentrecords@ncad.ie](mailto:studentrecords@ncad.ie).

**Trimester 1 Deadline for submission – 31<sup>st</sup> October**

**Trimester 2 Deadline for submission – 28<sup>th</sup> February**

**Trimester 3 Deadline for submission – 31<sup>st</sup> May** (post-graduate programmes only)

Please note Time Out Applications submitted after these dates will result in fees being incurred and assessment results will be recorded.

Taking a leave of absence may have implications for fees and grants. If you are in receipt of a grant you are obliged to let your grant authority know of your change of status.

You should return this completed form to Academic Registry in advance of your requested period of Time Out. Please ensure that the School have also completed and signed Section C, before submitting the form to Academic Registry (incomplete forms will not be considered).

Please note: Final Approval rests with the Office of the Head of Academic Affairs, the outcome will be notified to the Department, School & student.

All students to complete Sections A, B, D. Section C is to be completed by the School.

## A. PERSONAL AND PROGRAMME DETAILS

<b>Student Name</b>							
<b>Student ID Number</b>				<b>Telephone Number</b> <i>(Land &amp; Mobile)</i>			
<b>NCAD Email</b>							
<b>Personal Email</b>							
<b>Permanent Postal Address</b>							
<b>Programme Title &amp; Code</b>							
<b>Date you commenced your programme</b>	<b>Month:</b>			<b>Year:</b>			
<b>Period of Leave Requested</b> <i>Please tick the appropriate duration and indicate the intended period of duration</i>	<input type="checkbox"/> <b>One semester</b>			<b>OR</b>	<input type="checkbox"/> <b>Two semesters</b>		
	<b>Date from:</b>	<b>Month:</b>			<b>Date to:</b>	<b>Month:</b>	
		<b>Year:</b>				<b>Year:</b>	

**B. REASONS FOR YOUR REQUEST**

**Please outline clearly the reason(s) for your time out application.**

*Use an additional page appended to this form if necessary or you may provide relevant supporting documentation.  
If your request is on medical grounds then you must provide – original medical documentation, certificates, letters etc.*

**Note: retrospective applications must be accompanied by appropriate original supporting evidence e.g. original medical certificate.**

**Have you previously taken a leave of absence from this programme?      YES      NO**

*Where YES, please indicate below the dates of previous leaves of absence from this programme.*

<b>Date from:</b>	<i>Month:</i>		<b>Date to:</b>	<i>Month:</i>	
	<i>Year:</i>			<i>Year:</i>	

**C. HEAD OF SCHOOL/DEPARTMENT APPROVAL**

I confirm that I have spoken to this student and advised them of any issues arising from this decision to take time out. I am willing to support this request.

<b>Signed:</b>		<b>Date:</b>	
<b>Position:</b>			

## D. STUDENT DECLARATION

I confirm that I have been made aware of and that I understand the possible implications of taking time out.

I confirm that I am aware of and understand that it is my responsibility to confirm my intention to return to my studies by the appropriate date: 1 May for a September return and 1 November for a January return.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the College involved in determining and implementing my request.

<b>Print name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

## E. FOR OFFICE USE ONLY

### 1. RECEIVED BY OFFICE OF THE HEAD OF ACADEMIC AFFAIRS

<b>Office:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Print name:</b>	

### 2. DECISION

Application approved:  YES  NO

<b>Date of decision:</b>	
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## Implications to consider if applying for Time Out

	BEFORE Deadline	AFTER Deadline	Note
Academic Penalty	✗	✓	It is possible to apply for a penalty waiver by submitting an Extenuating Circumstances form along with supporting documentation.
Fees incurred	✗	✓	
1st attempt at assessment upon return	✓	✗	
2nd attempt at assessment upon return i.e. Repeating (unless Extenuating Circumstances approved)	✗	✓	

### Still have questions?

If you have any queries please contact Academic Registry by visiting the Student Information Desk or by emailing [studentrecords@staff.ncad.ie](mailto:studentrecords@staff.ncad.ie)

### Grants

Please note, if you in receipt of a grant this may be impacted by time out - please ensure to notify your grant provider.

Grants are awarded on an annual basis per academic year - these are not carried forward so please ensure to apply again if necessary.

## Checklist for Students when making a time out application

As an NCAD student, it is your responsibility to seek advice if you are considering applying for a leave of absence.

Have you spoken to any of the following?

- Your Tutor
- College Counsellor
- Head of School / Department

Are you aware of the implications of taking a leave of absence with regard to?

- Fees / HEA Fees for Undergraduates
- Immigration issues (where applicable)
- Grants and payments under grants
- Student Programme Activity
- Student status and registration

If you are in receipt of external funding, including grants:

- Have you spoken to your sponsor/funding agency?