

NATIONAL COLLEGE OF ART & DESIGN

Time Out Application Form

A period of Time Out is defined as an extended period of time spent away from the programme of study. It is approved by the Head of Academic Affairs, following consultation with the Head of School or Department.

You may apply for Time Out for a period of one or two semesters. The cut off point for taking time out in Semester 1 is **31st October** and the cut off point for taking time out in Semester 2 is **15th February**.

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 Student Services & Admissions **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 Student Services and Admissions. (Incomplete forms will not be considered.)

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

A. PERSONAL AND PROGRAMME DETAILS

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

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.

Large empty box for outlining the reason(s) for the time out application.

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.

Date from:	Month:		Date to:	Month:	
	Year:			Year:	

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.

Signed:		Date:	
Position:			

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.

Print name:	
Signed:	
Date:	

E. FOR OFFICE USE ONLY

1. RECEIVED BY OFFICE OF THE HEAD OF ACADEMIC AFFAIRS

Office:		Date:	
Signed:		Print name:	

2. DECISION

Application approved: YES NO

Date of decision:	
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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?