Date of Request:

Section A: Student Details

Student Name: On Books
Student ID: Off Books
Course: OBA (Off Books Taking Assessments)
Year: Other (Please provide details in Section C.)

Current Enrolment Status:

Tutor Name: Tutor
Email: Academic Unit
Contact:
Academic Unit Email:

If relevant to the case being made, please indicate if the student is registered with the Disability Service?
(If unsure, please ask the Tutee to email disab@tcd.ie with the following text: I give consent to my tutor <Tutor Name> to confirm registration with the Disability Service and to determine if any reasonable accommodations need to be considered as part of my request)

Yes
No

Section B - What is the student requesting?

Please select one of the following and provide module/exam codes below where relevant.
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Books in Good Standing (following successful completion of current academic year)</td>
<td>Off Books remainder of Current Year (returning next academic year)</td>
</tr>
<tr>
<td>Off Books Exams Only (next academic year)</td>
<td>Off Books remainder of Current Year (remaining off books next year)</td>
</tr>
<tr>
<td>Off Books Coursework/Placements (next academic year)</td>
<td>Off Books Not in Good Standing (next academic year)</td>
</tr>
<tr>
<td>Off Books Exams/Coursework/Placements (next academic year)</td>
<td>Other (Please provide details in Section C.)</td>
</tr>
</tbody>
</table>

Have you consulted Calendar/Course handbook with regard to your request and Yes is your request within normal regulations?  

No

**Please list exam/module codes below:**  

**Attempted by Student**

Has the student attempted any of the exams listed above in Section B?  
If Yes, please indicate alongside the exam/module code. **Note:** this will be treated as a first attempt having already taken place and this could impact on the student's overall mark.

Please select reason for going off books;  

- Personal
- Financial
- Medical
- Ad misericordiam
- Other

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Section C: Supporting Detail & Evidence (Please list and attach supporting documentation)
Section D: Comment from Academic Unit

Has the student attempted any of the Yes exams listed above in section B? No

If Yes, please note this will be treated as a first attempt having already taken place and this could impact on the overall mark.

Please advise whether or not you are in support of the request (Yes/No):
If No, please provide comment as to why you do not support the request.
Section E: Checklist

1. Going off-books implies that the student is taking time away from his/her studies and intends to return to the same course in College.

2. New Junior Freshman (JF) Students cannot normally go off-books before 31st January. If they cannot continue with their current course, they should withdraw from College (use Withdrawals Form) and reapply through the CAO. In very exceptional circumstances (serious illness), they can apply to student.cases@tcd.ie for permission to go off-books rather than withdraw.

3. JF students who go off-books after 31st January should apply for re-admission before the 1st of August, using the readmission form available at; http://www.tcd.ie/Admissions/undergraduate/apply/forms/

4. Non JF Students going off-books for other reasons (personal, financial, Ad Mis. or other) will be invited to register at the normal time.
   a. In the event of a student going off books on medical grounds, a certificate of fitness may be required before they are permitted to resume studies.

5. Normally, permission to go off-books is granted for one year only. A new application to the Senior Lecturer must be made if a student is seeking permission to remain off books for another year. It is unusual for Health Sciences students to be allowed to stay off-books for more than a year.

6. Some courses run joint modules for 2 consecutive years (for example SF and JS). It is, therefore, often not possible for students in these courses to go off-books between SF and JS. They may need to go offbooks for 2 years.

7. Visit; http://www.tcd.ie/undergraduate-studies/academic-progress/off-books-re-admissions.php for more details

Tutors, please ensure you discuss the following fee implications with your tutee:

1. Continuing HEA Free Fees initiative (FFI) students (Years 2, 3 and 4) going off books before the 31st of January will be liable to pay fees in the following year: 50% of the tuition fee, 100% of the Student Contribution (unless they have a SUSI grant, whereby SUSI may pay a percentage of this), 100% of the Sports Centre Charge and USI levy. The above fees must be paid on the student's return to college to repeat the same year/standing.
   a. If they have paid the full student contribution for the current year, they are eligible for a refund of the second instalment.
   b. They will not be eligible for the SUSI grant for the repeat year, unless they are granted remission of tuition fee on medical grounds.

2. HEA eligible students going off books after the 31st of January will be liable to pay 100% of the following: Tuition fees, Student Contribution, Sports Centre Charge and USI Levy on their return to college to repeat the same year/standing. Students granted medical repeat status are not liable to pay the tuition element of the overall fees but are liable to pay 100% of the Student Contribution. If they have a SUSI grant, SUSI may pay this on their behalf. The Student should liaise with SUSI in this regard, informing them of their status (medical repeat) for the year.

3. Non HEA eligible students; i.e. Non-EU students (paying Non-EU fees) or students paying EU fees and not eligible for the FFI scheme are required to pay full fees.
   a. Before the 31st of January liability is: 50% of the Tuition fee, 50% of the Student
Contribution (EU students only), 100% of the Sports Centre Charge and USI levy
b. After the 31st of January liability is: 100% of the Tuition fee, Student Contribution (EU students only), Sports Centre Charge and USI levy
4. Students seeking a medical repeat must apply using the following form; Free Fees Initiative available at: http://www.tcd.ie/undergraduate-studies/academic-progress/repetition.php.
5. Off books doing exams/placements/assessments incurs an exam fee, currently Euro 382

Personal Issues to consider:

1. Re-adjusting to the demands of academic work after a long break can take time. Students are advised to maintain some academic activity independently during the off books period.
2. Returning students need to consider the implications of adjusting to their new year and group

The details above are for information purposes only. For full details please refer to the TCD Calendar.