



Date of request:

Section A: Student Details

Student Name:

Student ID Number:

Course:

On Books

Year:

Off Books

Current Enrolment Status:

OBA (Off Books taking assessment)

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? Yes

No

*(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)*

Section B: Reason(s) for withdrawing

Please select from the following;

- Course not as expected
- Course too difficult
- Examination failure
- Physical health difficulties
- Mental health difficulties
- Difficulties adjusting to 3rd level
- Balancing part time work and study Balancing social life/study
- Disability needs not met
- Family difficulties
- Personal difficulties
- Financial difficulties
- Other (Please provide details in Section C)

Section C: Supporting Detail & Evidence
(Where appropriate, please list and attach supporting documents)

Section D: Student Declaration/Acknowledgement of Information

Student Signature:

Section E - Checklist

General:

1. Withdrawing implies that the student is leaving College with no intention to return. If the student is unsure of this decision, they can consider other options, as follows;
 - a. Off-books:
 - i. The student can request to leave college for the rest of the year and, possibly, the following year. (Not available to Junior Freshman (JF) students wishing to leave before 31st January) b.
 - Transfers:
 - i. Applying for an internal transfer
 1. Before 1st August, only for entry in a JF year, the next academic year.
 2. Before the end of Michaelmas Term (MT), week 2 for JF students wishing to transfer to another JF course (Please consult the college calendar).
2. Note: If a student has reapplied to TCD through the CAO and accepted their place, there is no need for them to withdraw from their current course. This will happen automatically.

Fee Implications:

1. Students withdrawing before 31st January;
 - a. Fee liability in the year they withdraw: 50% of the Tuition fee, 50% 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
 - b. New Junior Freshman (JF) Students only:

- i. If the student withdraws before 31st October they are entitled to a full refund of fees paid.
 - 1. Note: The original deposit paid by Non-EU students to secure their place is non refundable
 - c. Returning Students:
 - i. Should the Student return to 3rd level education, the student will be liable to pay 50% of the tuition element of the fees and the full student contribution (unless paid by SUSI) on resuming their studies, at the same year/standing at which they exited
 - ii. Students returning to a lower year/standing on a different course are required to pay full fees for that year. They will become eligible for free tuition fees (under the HEA's free tuition fee scheme) on successfully rising to a higher year/standing on their new course. Where the student is sponsored by SUSI, the student contribution liability is determined by SUSI.
2. Students withdrawing after 31st January
- a. Fee liability in the year they withdraw: 100% of the Tuition fee, Student Contribution (unless they have a SUSI grant, whereby SUSI may pay a percentage of this), Sports Centre Charge and USI levy
 - b. Returning Students:
 - i. When they return to 3rd level education, they will be liable for full tuition fees and the full student contribution, for every year they have already completed or started.
3. Fee Remission:
- a. Students granted a medical repeat are entitled to fee remission for the tuition element of their fees pertaining to the year/standing at which they exited
 - i. e.g. A student exiting from year 2 of TSM and starting year 1 of English is not eligible for fee remission for year 1 of the new course but is entitled to fee remission for year 2 of the new course
 - b. Likewise, students granted a medical repeat who have a SUSI grant may also be entitled to remission of the student contribution for the year/standing they have already completed

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