

UG Withdrawals from Course with no intention to return

e-mail to student.cases@tcd.ie / September 2014

Date of request:

Section A: Student Details

Student Name:

Student ID
Number:

Course:

Year:

Current Status: On Books
 Off Books
 OBA (Off Books taking assessment)

Tutor Name:

Tutor Email:

Academic Unit
Contact:

Academic Unit
email:

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
-

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

Please provide additional details if required:

Have you included the appropriate documentation:

- Yes
- No
- N/A

Section D: Student Declaration/Acknowledgement of Information

Student Signature:

Section E - Checklist

Withdrawing implies the student is leaving College with no intention to return.

If they are not sure that this is what they want to do, they should consider other options:

- Going off-books for the rest of the year and, possibly, the following year. (Not available to JF students wishing to leave before 31st January)
- Applying for an internal transfer (before 1st August if to JF; before end of MT week 5 if to other years)

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.

Fees implications:

- New JF Students only: withdrawing before 31st October: no fee liability when they return to 3rd Level and refund of student contribution
- Students withdrawing before 31st January: when they return to 3rd level education, they will be liable for ½ the tuition fee for the equivalent year level and the full student contribution. If they return to a lower level year, they will have to pay the full tuition fee and the full student contribution for any year they have already done, unless they are granted remission of tuition fee on medical grounds. They will not be eligible for the SUSI grant as long as they are studying at a year-level they have already done, unless they are granted remission of tuition fee on medical grounds.
- Students withdrawing after 31st January will be liable for full tuition fees and full student contribution when they return to 3rd level, for every year they have already completed or started.