



Withdrawal from Course

(with no intention of return)

E-mail to: studcase@tcd.ie

Updated: May 2020

Section A: Student's Details

Date of request:	<input type="text"/>
Student's Name:	<input type="text"/>
Student's ID:	<input type="text"/>
Course:	<input type="text"/>
Year of course:	<input type="text"/>
Current Status:	<input type="checkbox"/> On Books <input type="checkbox"/> Off Books <input type="checkbox"/> OBA (Off Books Taking Assessment)
Tutor's Name:	<input type="text"/>
Tutor's Email:	<input type="text"/>
Academic Unit Contact 1:	<input type="text"/>
Academic Unit Contact 2:	<input type="text"/>
Academic Unit Email 1:	<input type="text"/>
Academic Unit Email 2:	<input type="text"/>

Section B: Reason(s) for withdrawing

Please select from the list below:

- | | |
|---|--|
| <input type="checkbox"/> Course not as expected | <input type="checkbox"/> Course too difficult |
| <input type="checkbox"/> Examination failure | <input type="checkbox"/> Difficulties adjusting to 3rd level |
| <input type="checkbox"/> Mental health difficulties | <input type="checkbox"/> Physical health difficulties |
| <input type="checkbox"/> Balancing part time work and study | <input type="checkbox"/> Balancing social life/study |
| <input type="checkbox"/> Disability needs not met | <input type="checkbox"/> Family difficulties |
| <input type="checkbox"/> Personal difficulties | <input type="checkbox"/> Financial difficulties |
| <input type="checkbox"/> Other | |

Please provide supporting details and evidence if required:

Have you included relevant supporting documentation?

Yes No N/A

Section D: Privacy statement

This form together with all supporting documentation are submitted on the understanding that the data contained therein are used solely for the purposes of the administration of Withdrawal from Course notification. The personal data included in this application form will be processed in accordance with the Data Protection Policy of Trinity College Dublin and the Privacy Notice of Trinity College Dublin and will be shared with relevant Schools /Departments /Course Offices.

Student's signature: Date:

Section C: Notes

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.