

## Guidelines and Procedures for Withdrawal from Academic Programmes of Study

Learners who are officially registered on a Degree Programme at Carlow College, St. Patrick's (hereafter Carlow College) may officially withdraw from their programme of study. The procedure is outlined below.

### 1. Prior to withdrawal

Students who wish to withdraw from their programme of study must make arrangements to discuss their decision, via a meeting, Skype or telephone call, with the relevant Programme Board Chair.

Following their discussion with the Programme Board Chair, the student should complete the *Programme Withdrawal Form* (see Appendix A) and submit it to the Admissions Office **as soon as possible** setting out the reason(s) for the withdrawal.

### 2. Fee Implications of Withdrawal

All students are advised that they must complete the necessary withdrawal documentation **at the time of withdrawal** with the Admissions Office, Carlow College in order to officially withdraw from their programme of study.

Under the Government of Ireland 'Free Fees Initiative', tuition fees are drawn down bi-annually by Carlow College in November and March of the relevant academic year. Failure on behalf of the student to officially inform the College of his/her withdrawal may result in a **loss of eligibility for financial support should the student return to third level education (either at Carlow College or another institution) in the future.**

#### *Important Deadlines:*

<i>Official Withdrawal Date</i>	<i>Loss of Eligibility for 'Free Fees'</i>
Before 31 October	no loss of 'Free Fees' eligibility for relevant programme stage
31 October – 31 January	loss of 50% of 'Free Fees' eligibility for relevant programme stage
After 31 January	loss of 100% of 'Free Fees' eligibility for relevant programme stage

### 3. Postgraduate Research Students

Any research student who wishes to withdraw must have their withdrawal authorised by their main Supervisor and the College Registrar.

#### **4. Confidentiality**

Information supplied by the student during the withdrawal process will be treated as confidential and used for statistical purposes only.

#### **5. Return of library books and/or other college property**

Withdrawal applications will not be processed until all library books and/or other college property have been returned by the relevant college office.

#### **6. Student Responsibility**

It is the responsibility of the student to submit the Programme Withdrawal Form to the Admissions Office. The date on which this form is received is recorded as the official date of withdrawal.

## Appendix A: Programme Withdrawal Form

Before an application to withdraw can be processed by the Admissions Office, the student must make arrangements to discuss their decision with the relevant Programme Board Chair or Supervisor (see *Guidelines and Procedures for Withdrawal from Academic Programmes of Study*). Please read the following carefully and complete all sections.

<b>Student ID No.:</b>	
<b>Programme &amp; Year:</b>	
<b>Surname:</b>	
<b>First Name:</b>	
<b>Permanent Address:</b>	
<b>Email Address:</b>	<b>Mobile No.:</b>
<b>Grant Holder:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Entry Route:</b> Advanced Entry <input type="checkbox"/> CAO <input type="checkbox"/> Mature Student <input type="checkbox"/> ACCS <input type="checkbox"/>	
<b>PROGRAMME WITHDRAWAL</b> We would like you to complete the following so that we can understand why you are leaving your degree programme. Please indicate the <b>MAIN</b> reason for your withdrawal.	
<input type="checkbox"/> 1. Transfer to another institution	
<input type="checkbox"/> 2. Transfer to another programme within Carlow College	
<input type="checkbox"/> 3. Employment	
<input type="checkbox"/> 4. Personal/Family/Health Reasons	
<input type="checkbox"/> 5. Financial Reasons	
<input type="checkbox"/> 6. Academic difficulty	
<input type="checkbox"/> 7. Course not suitable	
<input type="checkbox"/> 8. Travel distance to Carlow College	
<input type="checkbox"/> 9. Higher preference for another programme/institution	
<input type="checkbox"/> 10. Other ( <i>please specify</i> ):	

Completed form should be returned to: Admissions Office, Carlow College, St. Patrick's, College Street, Carlow.

**DECISION TO WITHDRAW**

Has a meeting/Skype call/telephone call taken place between you and the Programme Board Chair? Postgraduate students must contact their main supervisor.

Yes  No

Prior to making your decision to withdraw, did you discuss your options with any of the following Carlow College personnel? (*please tick as many as required*)

- 1. Academic Advisor
- 2. Member of Academic Staff (*Lecturer/Tutor/Supervisor/Academic Resource Officer*)
- 3. Member of Administrative Staff
- 4. Member of the Students' Union
- 5. Student Health Service
- 6. Student Counselling Service
- 7. College Chaplaincy
- 8. Other (*please specify*):

**FUTURE EDUCATIONAL PLANS**

Do you intend to continue your education elsewhere?

Yes  No

If yes, please indicate where:

FETAC  Repeat Leaving Certificate  Vocational Training  Other Third Level

Do you intend to return to Carlow College in the future?

Yes  No

Are you reapplying through the CAO for another programme in Carlow College?

Yes  No

**STUDENT DECLARATION:**

I have read the information below and confirm my intention to surrender my student card and withdraw from Carlow College. I confirm that all library books and/or other college property have been returned. I am aware that I cease to be a student of Carlow College and am therefore not entitled to any benefits accruing to students of the College. I am also aware that there may be financial implications regarding my decision to withdraw in relation to my eligibility for 'Free Fees' should I choose to recommence my studies at Carlow College or another institution.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Stamp:**