

Date Approved: 23 October 2024



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

Learners who wish to withdraw from their programme of study must make arrangements to discuss their decision, via a meeting, MS Teams or telephone call, with the relevant Programme Director and / or the Learner Information and Retention Officer.

Following their discussion with the Programme Director, the learner should request the *Programme Withdrawal Form* and password from the Admissions Office and complete the online *Programme Withdrawal Form* **as soon as possible** setting out the reason(s) for the withdrawal. **If a learner does not complete the online form, the College will keep the learner's name on the College register for the remainder of the academic year.**

Fee Implications of Withdrawal (Programmes on Free Fees Scheme)

All learners are advised that they must complete the necessary withdrawal documentation **at the time of withdrawal** with the Admissions Office 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.**

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

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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

For other fee implications for withdrawal, please see the [Fees and Refunds Policy](#).

2. 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 to the relevant college office.

3. Learner Responsibility

It is the responsibility of the learner 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.