

## **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.**

### ***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.