



Course Withdrawal Form

Please read the information on the back, prior to completing this form

Please write in **BLOCK LETTERS**

STUDENT ID NUMBER:
COURSE AND YEAR:

SURNAME:	
FIRST NAME:	
ADDRESS:	
EMAIL ADDRESS:	MOBILE NO:
GRANT HOLDER: Yes <input type="checkbox"/> No <input type="checkbox"/>	

<p>COURSE WITHDRAWAL (Please see Note 1 overleaf) (Please indicate below the MAIN reason you are withdrawing)</p>
<input type="checkbox"/> 1. Transfer to another Institution
<input type="checkbox"/> 2. Transfer to another course within NUI Galway (Please see Note 2 overleaf)
<input type="checkbox"/> 3. Employment
<input type="checkbox"/> 4. Personal/Family reasons
<input type="checkbox"/> 5. Financial reasons
<input type="checkbox"/> 6. Academic difficulty
<input type="checkbox"/> 7. Language difficulty
<input type="checkbox"/> 8. Course not suitable
<input type="checkbox"/> 9. Travel distance to NUI Galway
<input type="checkbox"/> 10. Higher preference for other university/course
<input type="checkbox"/> 11. Other - Please specify:

Do you plan to return to NUI Galway? YES NO

If Yes

I intend to return in: Semester 1 of Academic Year _____
 Semester 2 of Academic Year _____*

I am re-applying through the CAO for another course in this university

*PLEASE NOTE IF YOU INTEND TO RETURN TO THE SAME COURSE IN SEMESTER 2 YOU MUST SEEK APPROVAL FROM THE DEAN.

Please turn overleaf for further information →

Have you discussed your decision with any member of Academic or Administrative staff? YES No

If Yes, please specify (tick as many as required):

Academic Staff i.e. Professor/Lecturer/Tutor (Please Specify) _____

Administrative Staff (Please Specify) _____

Student Services Staff (Please Specify) _____

I have read the instructions below. I am aware I cease to be a student of NUI Galway and am therefore not entitled to any benefits accruing to a student of NUI Galway.

I return herewith my I.D. Card.

Student's Signature.....

Date.....

Completed Form to be returned to:

The Student Contact Centre, Áras Uí Chathail, NUI Galway.

NOTES ABOUT COURSE WITHDRAWAL

1. Fees

All students are advised that they must contact the Fees Office at the time of withdrawal. *Failure to do so **may result** in loss of eligibility for financial support should you return to third level education in the future.*

2. 1st Year Students

New Entrants to full-time Undergraduate Degree Programmes, who have withdrawn by 31st January, 2010 are required to re-apply through the CAO if you intend to return to this University to the same year of course or any other 1st year programme

Research Students

Your withdrawal is to be authorised by your main Supervisor and Dean of College.

In order to improve our services to students you are asked to complete the attached questionnaire (anonymous) and return to The Student Contact Centre, Áras Uí Chathail, NUI, Galway or post to Student Services Office, NUI Galway.