



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"/> | |

COURSE WITHDRAWAL (Please see Note 1 overleaf)
(Please indicate below the MAIN reason you are withdrawing)

- 1. Transfer to another Institution
- 2. Transfer to another course within NUI Galway (Please see Note 2 overleaf)
- 3. Employment
- 4. Personal/Family reasons
- 5. Financial reasons
- 6. Academic difficulty
- 7. Language difficulty
- 8. Course not suitable
- 9. Travel distance to NUI Galway
- 10. Higher preference for other university/course
- 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 _____*

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

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

Please turn overleaf →

Have you discussed your decision with any member of Academic, Administrative or Student Services 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) _____

Please read the notes below carefully and then sign and date the form at the end of the page. If you require clarification on any of these matters please contact the Student Contact Centre in the first instance.

1. Fees

You are not eligible to receive free tuition fees from the government for any part of the course for which you have already received free tuition fees other than in very exceptional circumstances

If, having registered, you leave University before the end of January **half the annual tuition fee is forfeited** and, in most cases, will not be paid a second time by the government if you return to University.

If, having registered, you leave University after the end of January **the entire tuition fee** for that year is forfeited. Thus if you subsequently return to university, you will be liable for FULL tuition fees plus charges.

It should also be noted that, other than in exceptional circumstances, such as serious illness, there is no Third Level Grant provided for repeating a year.

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

3. Research Students

If you are taking a leave of absence then this must be authorised then you must complete the appropriate form. Refer to the Graduate Studies web site for more information and in particular:

http://www.nuigalway.ie/graduatestudies/Current_Students_2/guidelines.html

http://www.nuigalway.ie/graduatestudies/documents/gs_080.pdf

4. Implications of no longer being in full time education which must be considered

Please note that if you are no longer a student that your Social Welfare Status changes, student travel discounts may no longer apply, scholarships and sponsorships for your course will now cease and you cannot collect the Third Level Grant once you have deregistered.

5. Accommodation

If you are in rented accommodation you may incur liabilities in respect of breaking a lease or contract with your landlord. You may also lose your accommodation deposit.

I have read the notes above. 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 and am liable for any remaining unpaid fees in respect of the course to date. I return herewith my I.D. Card.

Student's Signature.....

Date.....

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.

**Completed Form to be returned to:
The Student Contact Centre, Áras Uí Chathail, NUI Galway.**