

## APPLICATION FOR WITHDRAWAL FROM PROGRAMME

### Important Notice

- ❖ Students considering withdrawing should seek advice and support to ensure they understand the possible implications of withdrawing before completing this form. [Talk Before You Walk](#)
- ❖ A student wishing to leave the Institute prior to completing the academic year must complete this form and submit it to their School Administration Office (email addresses available on website) with the following subject line: *Withdrawal Request Form*.
- ❖ The student identification card and any items on loan from the Institute (including laptops, library loans etc.) are the property of DkIT and must be returned to the Admissions Office before a refund of fees can be considered.
- ❖ If in receipt of a student grant you should inform the Grant awarding authority of your decision to withdraw.

|   |                       |                    |                       |                          |                |                        |                      |                        |         |                          |       |
|---|-----------------------|--------------------|-----------------------|--------------------------|----------------|------------------------|----------------------|------------------------|---------|--------------------------|-------|
| Name:   | Personal email:       |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Student ID No.:   | Phone No.:            |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Date of Birth:  |                       |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Program Title:  | Stage:                |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| I am withdrawing from the above course on (date):   |                       |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| My reason(s) for withdrawing are: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Secured employment</td> <td style="width: 50%;">Studying Fetac/PLC</td> </tr> <tr> <td>Financial</td> <td>Apprenticeship</td> </tr> <tr> <td>Personal circumstances</td> <td>Family circumstances</td> </tr> <tr> <td>Programme not suitable</td> <td>Medical</td> </tr> <tr> <td>Transferring within DkIT</td> <td>Other</td> </tr> </table> |                       | Secured employment | Studying Fetac/PLC    | Financial                | Apprenticeship | Personal circumstances | Family circumstances | Programme not suitable | Medical | Transferring within DkIT | Other |
| Secured employment  | Studying Fetac/PLC    |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Financial   | Apprenticeship        |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Personal circumstances  | Family circumstances  |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Programme not suitable  | Medical               |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Transferring within DkIT  | Other                 |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| I have discussed my decision to withdraw from college with: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">My family</td> <td style="width: 50%;">My Head of Department</td> </tr> <tr> <td>DkIT Careers Office DkIT</td> <td>A lecturer</td> </tr> <tr> <td>Counselling Services</td> <td>Other</td> </tr> </table>   |                       | My family          | My Head of Department | DkIT Careers Office DkIT | A lecturer     | Counselling Services   | Other                |                        |         |                          |       |
| My family   | My Head of Department |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| DkIT Careers Office DkIT  | A lecturer            |                    |                       |                          |                |                        |                      |                        |         |                          |       |
| Counselling Services  | Other                 |                    |                       |                          |                |                        |                      |                        |         |                          |       |

**Authorised person in relevant School Office to complete this section:**

Student's last recorded date of attendance:

Name of authorised person:

Staff No.:

**Authorised person in Admissions Office to complete this section:**

Refund due:                      Yes                      No                      Semester 1                      Semester 2

Banner amended date:

Name of authorised person:

Staff No.: