



Withdrawal Form

All students leaving the Institute prior to completing the academic year must complete this form

Surname: _____ **Firstname:** _____

Address: _____

Student No: _____

Course: _____ **Year (1, 2, 3 etc.):** _____

I wish to give notice that I am withdrawing from the above course on ___/___/_____ and I return herewith my Student Identity Card. A full refund of the facilities fee only may be issued on receipt of the student card by the 31st October and partial refund before the 31st January.

Please state the reason for leaving by ticking the appropriate box

- Employment
- Apprenticeship
- Other Third Level College
- To Repeat the Leaving Certificate
- Financial Reasons
- PLC / NCVA or other training course
- Other (Please specify): _____

Have you discussed your decision to leave the Institute with your Head of Department?

Yes No

Please note that if you are in receipt of a grant please inform your Grant Awarding Body.

Last Date of Attendance: (to be entered by School Office) _____

Signed By School Office: _____ **Dated:** _____

Signed By Student: _____ **Dated:** _____