

## 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 [talkbeforeyouwalk@dkit.ie](mailto:talkbeforeyouwalk@dkit.ie) or hand in to the Academic Administration Office 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					
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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									
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<b>Authorised person in relevant School Office to complete this section:</b> Student's last recorded date of attendance: Name of authorised person: _____ Date: _____																
<b>Authorised person in Admissions Office to complete this section:</b> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 20%;">Refund due:</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;">No</td> <td style="width: 20%;">Semester 1</td> <td style="width: 20%;">Semester 2</td> </tr> <tr> <td>Banner amended date:</td> <td colspan="4">Head of Department signature:</td> </tr> <tr> <td>Name of authorised person:</td> <td colspan="4">Date:</td> </tr> </table>		Refund due:	Yes	No	Semester 1	Semester 2	Banner amended date:	Head of Department signature:				Name of authorised person:	Date:			
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