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**Technological University Dublin**

Application to Withdraw from TU Dublin

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| --- | --- |
|  | SECTION A PERSONAL DETAILS |
| Student Number: | Student Name: |
| Date of Birth (Day/Month/Year): | Telephone Number: |
| Personal Email: |  |
|  |  |
|  | PROGRAMME DETAILS |
| Programme Name: |  |
| Programme Code: | Year (1, 2, 3 etc.) |

Academic Session (e.g. 2024/2025) \_\_\_ \_\_\_ / \_\_\_ \_\_\_

Reason for Withdrawal: (Please tick where appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| Medical |  | Personal Circumstances |  |
| Changing Programme |  | Programme not suitable – Exit TU Dublin |  |
| Emigrating |  | Reapplying to CAO |  |
| Failed Exams |  | Repeat Leaving Cert |  |
| Family Commitments |  | Travel |  |
| Financial |  | Visa Issues |  |
| Job Offer |  | Work Commitments |  |
| Leaving Cert Recheck - Transfer |  |  |  |
| Other Reason Please State: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Tick as appropriate |  |
| Have you discussed your intention to withdraw with your Year Tutor? | **Yes** |  |  |
| **No** |  | If no, please arrange a discussion with your Course Tutor as soon as possible. |
| Are you aware of the supports that are available to you, e.g. Financial Aid, Maths Learning centre and Careers? [**Student Support's Information**](https://www.tudublin.ie/for-students/student-services-and-support/) | **Yes** |  |  |
| **No** |  |  |

Would you be able to discuss your experience with TU Dublin, with a member of staff? Yes

No

**Terms & Conditions**

* This form must be completed in full and must be signed by both the student and Head of School or Discipline.
* Students are responsible for submitting the completed form and their current TU Dublin ID Card to any TU Dublin Student Hub Information Desk.
* The date which the completed form is submitted to the Student Hub Desk is recorded as the official date of withdrawal from TU Dublin. Retrospective notification will not be accepted (except where medical evidence is submitted).
* If in receipt of a grant, students are responsible for informing their awarding body of their withdrawal.
* For more information regarding withdrawing from TU Dublin, entitlement to refunds and the impact on withdrawing on future student fees, please visit <https://www.tudublin.ie/for-students/student-services-and-support/>

I have read the Terms & Conditions outlined above

Student Signature: Date:

Authorised by: Date:

|  |  |  |
| --- | --- | --- |
|  | Head of School / Head of Discipline / Programme Chair |  |
|  | SECTION B – OFFICE USE ONLY |  |

Student Hub Advisor Signature: Date:

Fees Paid:

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| --- |
| € |
| € |
| € |

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Refund Due (if any) Banner statues set to

Fees Due: