

## Student Withdrawal Form Academic Year\_\_\_\_\_

It is recommended that you discuss your decision to Withdraw with your Head of Department/ Lecturers/Student Resource Centre/Careers Officer/Course Tutor before you complete form.

Student Name:			

Student Number: \_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_

Course Title & Year:

I am withdrawing from the above programme on (last date attended	N /	/
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### Reason for Withdrawal (Please tick where appropriate)

Employment (01)	Apprenticeship (02)	
Financial Reason (06)	PLC Course, Other IT/ Third Level College (03)	
Medical (10)	Did not Like Course/Not Suited to Course (11)	
Difficulty of Online Provision (12)	Other Reason (09) Please State	

#### **Full Time Students**

Have you paid the Student Contribution of € 3,000	Yes No	
On a Student Grant (SUSI/VEC)	Yes No	

### Your official withdrawal date is the date this form is returned to the Registration Department

### You are responsible for informing the awarding body of your withdrawal

# Please note that your IT/Moodle/Outlook will be disabled once Withdrawal has been processed

In the event of your withdrawal, student fees will be charged as follows:

Official Withdrawal Dates	Refund	Fee Liability
Before 31 October	Full Refund of Fee	No Fee Liability
01 November – 31 January	Excess of liability paid ( 50% Student contribution and 50% tuition)	50% Student Contribution Fee 50% Tuition Fee (where applicable)
After 31 January	No Refund	Full Fees

#### STUDENT CARD MUST BE RETURNED WITH THIS FORM

Student signature:	Date	:
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Head of Department:		Date:
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This form should be returned to: Registration Dept., TUS: Midlands Midwest, Dublin Road, Athlone

FOR OFFICE USE ONLY    Entered by:			
Letter Issued	Bank A/C Details Submitted	ID Card Returned	
	PERSONAL DATA NOTICE		

- 1. TUS:MM has data protection and privacy policies which govern and detail how we process personal data. These are available on the TUS website at www.tus.ie/gdpr. We request that you familiarise yourself with these documents.
- 2. We will only use the data you have provided on this form to process your request for a withdrawal.
- 3. Where the reason for leaving puts a duty of care on the Institute for further action, we reserve the right under Article 6 (d) *processing is necessary to protect the vital interests of the data subject or of another natural person,* to follow up in a manner deemed appropriate by our Student Services/Institute Management, up to and including a follow up phone call/contact with you or with services appropriate to the situation.
- 4. Your information will be retained on file, in the Registry office, for the academic year then it will be shredded confidentially.
- 5. With the exception of the follow up process noted in point 2, this information will not be shared with anyone outside of the appropriate staff of the Institute.
- 6. By completing and signing this form you are agreeing to the conditions of processing