

- This form must be completed in full and must be signed by both the student and an academic.
- Students are responsible for submitting the completed form and their current TU Dublin ID Card to any TU Dublin Student Service Centre.
- The date which the completed form is submitted to the Student Service Centre 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 www.dit.ie/registration.

**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. 2018/19) ____ / ____	

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:			

Student Signature: _____	Date: _____
--------------------------	-------------

Authorised by: _____	Date: _____
Head of School / Assistant Head	

SECTION B – OFFICE USE ONLY

Student Services Signature: _____	Date: _____
-----------------------------------	-------------

Fees Paid:	€
Refund Due (if any)	€
Fees Due:	€

Banner statuses set to	DI	DA	DS
------------------------	----	----	----