



UNIVERSITY COLLEGE DUBLIN Retrospective Withdrawal Form

Withdrawal is where a student leaves their programme of study permanently and ends all activity associated with their studies before they have completed the programme for which they are registered.

Before completing and submitting this form you are strongly encouraged to seek support and advice from your College/School Office in relation to your options.¹ You are also advised to read *UCD Withdrawal Procedure* which can be accessed via www.ucd.ie/students/registration/howtowithdrawfromyourprogramme/

You do not normally need permission to withdraw² but it is your responsibility to formally notify the University of your intention and to return your student card.

Please return this completed form **along with your student card** to your College/School Office.³ Your confidentiality is assured. Only those people who will consider and process your form will have sight of this form.

It is important that you submit the form as soon as possible as you may remain liable for fees up to the date you formally submit this completed form to your College/School Office.⁴

Students complete Sections A – C. Section D is completed by the Principal Supervisor and Head of School (for retrospective withdrawal applications from graduate research students only) and Section E is completed by the College/School Office.

Notes

¹ While your College/School/Graduate School Office is your primary point of contact, you can also find a current list of UCD support systems at www.ucd.ie/students/services/

² A retrospective application for withdrawal will only be granted by the Governing Board in accepted extenuating circumstances cases where there is no other available solution for the student given their circumstances and where the student has not been engaged in any programme activity. In all retrospective applications, appropriate original supporting evidence must be supplied e.g. medical certificate. Please check with your College/School for further information on what is accepted as appropriate original supporting evidence.

NOTE: original supporting documentation is not returnable. It is recommended that you retain a copy of the application for your records.

³ All forms from students on undergraduate programmes are submitted to their College/School Office and forms from students on graduate programmes are submitted to their Graduate School Office.

⁴ Information on the fees' implications of withdrawing for all students can be found on the Fees section of the UCD Registry website at www.ucd.ie/students/fees/withdrawal/ and information on refunds can be accessed at www.ucd.ie/students/fees/refunds/

A. PERSONAL and PROGRAMME DETAILS			
Student Name			
Student number		Telephone number	
E-mail Address			
Permanent Postal Address			
Programme Title and Code			
B. REASON(S) FOR WITHDRAWAL			
<p>The University would be interested in learning the reason(s) for your withdrawal from your programme of study at UCD. <i>Use an additional page appended to this form if necessary.</i></p> <p>Your confidentiality is assured. Only those people who will process your form will have sight of this form. <i>Remember, you can also find a current list of UCD support systems at www.ucd.ie/students/</i></p> <p>NOTE: retrospective applications must be accompanied by appropriate original supporting evidence e.g. original medical certificate. Please refer to your College/School Office or further information.</p>			
Please specify the date you would have submitted your withdrawal if you had not been prevented from doing so by extenuating circumstances.			
Date:			
<input type="checkbox"/> Please tick this box if you do not wish to be contacted by the University for an exit interview.			
C. STUDENT DECLARATION AND SIGNATURE			
<i>Please note that notification forms cannot be accepted where a student does not sign the form here at Section C.</i>			
<p>I confirm that I am aware of options available to me other than withdrawal and that I have read and understood the <i>UCD Withdrawal Procedure</i> (www.ucd.ie/students/registration/howtowithdrawfromyourprogramme/) and other relevant documents, e.g. <i>Leave of Absence Academic Policy</i> (www.ucd.ie/students/registration/takingaleaveofabsence/) <i>Policy on Extenuating Circumstances</i> (www.ucd.ie/governance/policypages/policypage-extenuatingcircumstances/)</p>			

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the University involved in determining

Signed: _____ Date: _____

D. ADDITIONAL SIGNATURES REQUIRED (For retrospective withdrawals from graduate research students only)

The following additional signatures are required.

In signing the completed form, the Principal Supervisor and Head of School are indicating their approval of the application.

Principal Supervisor:

Head of School:

E. FOR OFFICE USE ONLY

1. RECEIVED BY THE COLLEGE/SCHOOL OFFICE:

Received by: _____ Date of submission: _____

Student card handed in: YES ___ NO ___

(This form and returned student card should be sent to UCD Registry (Student Records Team). A photocopy of the form when it has been signed and dated by the College/School Office should be given to the student.)

This withdrawal will be noted/considered at the next Governing Board.

2. DATE SENT TO THE GRADUATE SCHOOL OFFICE (File copy) [For retrospective applications only]

Office:

Date:

Signed:

Print name:

3. DECISION OF THE GOVERNING BOARD [For retrospective applications only]

Application approved: YES NO

Date of decision:

Effective date of withdrawal:

**Delegated Authority:
Date Registry informed of the withdrawal (File copy)**