

## Withdrawal from a Full-Time Programme Procedure

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<b>Approving Authority:</b>	Academic Council.

### 1. PURPOSE OF DOCUMENT

This documents the process which students must follow in order to withdraw from a full-time programme of study.

### 2. SCOPE

The procedure covers students on full-time programmes only.

### 3. REFERENCE DOCUMENTS

ADM038 Refund of Student Fees Procedure

### 4. PROCEDURE

The procedure outlines the process students should follow to withdraw from a programme, the refund rules that apply to monies paid and the tuition fees payable on re-registration.

#### 4.1 WITHDRAWAL FROM A PROGRAMME

Where a student is considering withdrawing from a programme they should first talk to a member of staff (such as the, Head of Department, Student Support Services officer) about the reasons for their withdrawal to see if there is anything the Institute can do to help. If they then decide to proceed with the withdrawal, they should contact the Admissions Office to complete the Online Withdrawal Form ().

<https://www.itsligo.ie/study-at-it-sligo/fees-grants/>

The following information must be provided on the on-line form

- Student name
- Student Number

- Telephone Number
- Personal Email Address
- Date of Birth (for confirmation of identity on the student record system)
- Level of Course
- Year of Course
- Last Date of Attendance
- Information about the decision to withdraw
- Signature/confirmation of withdrawal application

Once the application has been processed the Admissions Office will email student to confirm that the student has been withdrawn from their course.

#### 4.2 REFUND OF FEES PAID

The following refund rules shall apply where full fees have been paid by the student:

Before 31 <sup>st</sup> October	100% refund of fees paid
Between 31 <sup>st</sup> October to 31 <sup>st</sup> January	50% refund of fees paid
After 31 <sup>st</sup> January	No refund

If a student is entitled to a refund of fees paid, they must contact the Admissions Office to submit their bank account details for refund due.

#### 4.3 RE-ENTRY TO A PROGRAMME

- For entry to a first year of a full-time programme, application must be made in the normal way through the CAO.
- For entry to second and subsequent years, application should be made directly to IT Sligo at [admissions@itsligo.ie](mailto:admissions@itsligo.ie) by 1<sup>st</sup> August in the succeeding year.

#### 4.4 TUITION FEES APPLICABLE ON RE-REGISTRATION

Withdrawal from a programme may have fee consequences if returning or taking up another third level place in a subsequent year.

#### 4.5 APPEAL

If a student is unhappy with a decision made under this procedure, they may appeal against it by writing to the Registrar setting out the facts and contentions on which they wish to base their appeal. The decision of the Registrar or his/her nominee in the matter will be final.

#### 4.6 OMBUDSMAN

A student who is dissatisfied with any decision under the procedure has the right of recourse to the Ombudsman. Contact details are as follows;

Office of the ombudsman

18 Lower Leeson Street

Dublin 2.

TEL: Lo-call 1890 22 30 30

Tel: 01 639 5600

Fax: 01 639 5674

Email: [ombudsman@ombudsman.gov.ie](mailto:ombudsman@ombudsman.gov.ie)

[www.ombudsman.ie](http://www.ombudsman.ie)

#### 5. RECORDS GENERATED BY THIS PROCEDURE AND THEIR LOCATION

The following records to be stored by the Admissions office:

Online withdrawal form

#### 6. REVISION HISTORY

Revision No.	Description of Change	Issue Date	Status
000	New Procedure	To APC 21/02/18	Approved by Academic Council 16 <sup>th</sup> March 2018
001	Revised to new Format and number. No change to content.	01/07/2020	Approved
002	Revised to incorporate online application form	07/05/2021	Approved by Academic Council