



## R27 - Notification of Withdrawal from DCU

**Students:** Please complete all parts of this form and on completion return the form to the **Registry, Dublin City University, Dublin 9**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Programme: \_\_\_\_\_ Year (1<sup>st</sup>, 2<sup>nd</sup> etc.) \_\_\_\_\_

Please indicate your reasons for withdrawing in order of importance, putting 1 for the most important:

Disliked University \_\_\_\_\_ Unsuitable Programme: \_\_\_\_\_

Change of Mind: \_\_\_\_\_ Other University: \_\_\_\_\_

Medical reasons: \_\_\_\_\_ Employment opportunities: \_\_\_\_\_

Financial reasons: \_\_\_\_\_ Family reasons: \_\_\_\_\_

Travel/distance from home: \_\_\_\_\_ Difficulty in making friends: \_\_\_\_\_

Accommodation reasons: \_\_\_\_\_ Personal reasons: \_\_\_\_\_

We welcome your comments on your time spent at DCU. Do you have any suggestions on how we might improve the services we offer in DCU.

1. Are you thinking of transferring to another college? Yes:  No:   
If so where: \_\_\_\_\_

2. Would you consider returning to another DCU course in the future? Yes:  No:

3. Did you talk to a Faculty member or any DCU staff member about your decision to withdraw from your Programme?  
If yes, which staff members: \_\_\_\_\_

4. Are you in receipt of a grant from a local authority: Yes:  No:   
If so, please advise us of your local authority: \_\_\_\_\_

**Students:** Please note if you are in receipt of a **Grant**, the Registry will contact your local authority to advise them that you have withdrawn from your programme for the Academic Year.

I, the above named am withdrawing as a student from DCU and will not complete my programme. I confirm that I have paid all my debts to the university and that I am not in possession of any books belonging to the University Library. I surrender my Student ID Card.

I understand that any credits I have accumulated (from passed modules) will be retained and that I am welcome to re-register in DCU at any stage on appropriate consultation with relevant staff members.

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

# Notification of Withdrawal from DCU

To Finance Office Dublin City University

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Programme: \_\_\_\_\_ Year (1<sup>st</sup>, 2<sup>nd</sup> etc.) \_\_\_\_\_

## INTERNAL OFFICE USE ONLY

This is to confirm that the above named student has withdrawn from this University.

\_\_\_\_\_  
**Signed (Registry)**

Registry Stamp

- This student has returned all Library books and has no outstanding debt to the Library.
- This student has outstanding debts to the Library, amounting to: \_\_\_\_\_

\_\_\_\_\_  
**Signed (Library)**

Library Stamp

## To the Chairperson of Programme Board (Taught Programme) or Internal Supervisor (Research Programme)

This is to confirm that the following student has withdrawn from Dublin City University

Name: \_\_\_\_\_ ID Number \_\_\_\_\_

Programme: \_\_\_\_\_ Year (1<sup>st</sup>, 2<sup>nd</sup> etc.) \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

## INTERNAL OFFICE USE ONLY

\_\_\_\_\_  
**Signed (Registry)**

Registry Stamp

## To the International Office

This is to confirm that the following student has withdrawn from Dublin City University

Name: \_\_\_\_\_ ID Number \_\_\_\_\_

Programme: \_\_\_\_\_ Year (1<sup>st</sup>, 2<sup>nd</sup> etc.) \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

## INTERNAL OFFICE USE ONLY

\_\_\_\_\_  
**Signed (Registry)**

Registry Stamp