



# Withdrawal Form

## Application Procedure:

This form should be used by learners who wish to withdraw from their programme for the current Academic Session. Completed forms should be submitted by 30th April.

**Completed application forms and ID Card should be returned to:**

**Admissions Office, Institute of Technology Carlow, Kilkenny Road, Carlow.**

STUDENT NUMBER C\_\_\_\_\_ LAST DATE OF ATTENDANCE: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender (please tick): Male/Female Mobile No: \_\_\_\_\_

Programme: \_\_\_\_\_ Code: \_\_\_\_\_ Year: \_\_\_\_\_

**I, the above named, am withdrawing as a learner at the Institute of Technology Carlow. I confirm that I have discharged all my debts to the Institute and that I have returned any due items to the Institute Library. I attach my student ID Card.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

All learner withdrawals must be authorised by one of the following:  
Course Tutor, Head of Department or Student Counsellor.

AUTHORISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## REASON FOR LEAVING (in your own words)

\_\_\_\_\_  
\_\_\_\_\_

Wrong choice of programme ☐ Institute not suitable ☐

Programme too difficult ☐ Programme did not meet expectations ☐

Personal/Family illness ☐ Financial difficulties ☐

Felt out of place/homesick ☐ Accommodation difficulties ☐

Other (please specify) \_\_\_\_\_

You are not obliged to answer the following questions. Information offered will be held in a confidential manner by the Academic Administration Department and used to improve our services to students.

**PLANS AFTER LEAVING (Please tick appropriate box)**

Re-applying to Third Level next year ☐ No definite plans ☐

Leaving to go to work ☐ Leaving to do a PLC Course ☐

Transferring to another Third Level College ☐ Returning to sit Leaving Cert ☐

Other (please specify) \_\_\_\_\_

**CHOICE OF COURSE (Please tick appropriate box)**

Where did you get information on programme? \_\_\_\_\_

Attended Open Day ☐ Career Guidance Teacher ☐

Prospectus ☐ Visiting Speaker from ITC ☐

Careers Exhibition ☐ Online ☐

Other: \_\_\_\_\_

**DECISION TO LEAVE (Please tick appropriate box)**

I discussed my decision to leave with the following:

Head of Department ☐ Institute Counsellor ☐

Class Tutor ☐ Friend ☐

Family ☐ Other Lecturer ☐

**ADDITIONAL COMMENTS**

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**Completed forms to be returned to**

**The Admissions Office**

**PLEASE ATTACH STUDENT CARD:**