



## Undergraduate Application for Off-books (OBN)

This form should **\*only\*** be submitted by your Tutor to Student Cases by emailing [studcase@tcd.ie](mailto:studcase@tcd.ie).

All sections of the form must be completed in full. Incomplete forms will cause delays in processing.

### Section A: Student Details

Date of Request:	<input type="text"/>	Course Name:	<input type="text"/>
Student Name:	<input type="text"/>	Year of Course:	<input type="text"/>
Student ID:	<input type="text"/>	School/Course Office Contact:	<input type="text"/>
		School/Course Office Email:	<input type="text"/>

### Section B: Requestor Details

Tutor Name:	<input type="text"/>	Tutor Email:	<input type="text"/>
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### Section C: What is the student requesting?

Student's current status:      1. On Books      2. Off-Books (OBN)      3. Off-Books taking Assessments (OBA)

What is the student requesting?

1. OBN: off-books in good standing (following successful completion of current academic year)
2. OBN: off-books not in good standing (following academic year)
3. OBN: off-books (remainder of current academic year)
4. OBN: off-books (remain off-books after a period of off-books)
5. Other

Please select reason for going off-books:

1. Personal      2. Financial      3. Medical      4. Ad Misericordiam      5. Other

**Please provide supporting details and evidence (Mandatory):**

Tutors please confirm that you have discussed the following with your student and referred to the college calendar with regard to your request?

Implications of going off-books (OBN)	Yes	No
Refer them to the AR student cases website, Student Finance website and College Calendar for detailed information	Yes	No



### Section C: Privacy Statement

This form, together with all supporting documentation, is submitted on the understanding that the date contained therein are used solely for the purposes of the consideration of application to go off-books. The personal data included in this application form will be processed in accordance with the Data Protection Policy of Trinity College Dublin and the Privacy Notice of Trinity College Dublin and will be shared with relevant Schools / Departments / Course Offices.

**Student's Signature**

**Date**

#### References

[College Calendar](#)

[Student Cases Website](#)

[Off-Books Guide](#)

[Student Finance Website](#)