



## Undergraduate Application for Withdrawal (with no intention of return)

This form should be completed and submitted by the **Tutor** 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"/>	Tutor Name:	<input type="text"/>
Student Name:	<input type="text"/>	Tutor Email:	<input type="text"/>
Student ID:	<input type="text"/>	School / Course Office Contact:	<input type="text"/>
Course Name:	<input type="text"/>	School / Course Office Email:	<input type="text"/>
Year of Course:	<input type="text"/>		

Current Status:                      1. On Books                      2. Off-books (OBN)                      3. Off-books taking Assessments (OBA)

### Section B: Reason(s) for withdrawing

- |                          |                        |                      |                                     |                  |
|--------------------------|------------------------|----------------------|-------------------------------------|------------------|
| Accommodation            | Course not as expected | Course too difficult | Difficulties adjusting to 3rd level |                  |
| Disability needs not met | Mental health reasons  | Medical reasons      | Financial Reasons                   | Personal reasons |
| Other                    |                        |                      |                                     |                  |

Please provide supporting details and evidence if required:

Have you included relevant supporting documentation?                      Yes                      No

Please confirm that you have discussed this request with your tutor?                      Yes                      No

Please confirm that you have read and understood the implications of withdrawing from the course and have referred to the college calendar and student finance page regarding fee implications.                      Yes                      No

### Section C: Privacy Statement

This form, together with all supporting documentation, is submitted on the understanding that the data 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](#)      [Student Finance Website](#)