



Code: QA282  
 Title: **Student Course Withdrawal Policy**  
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 Approval: AMT

## 1.0 Purpose

NUI Galway recognises circumstances occasionally arise that can cause a student to consider leaving NUI, Galway before completing their course of study. This document outlines the policy and procedure that the University will employ when a student is considering withdrawal.

## 2.0 Description

2.1 A student may determine that they wish, for whatever reason, to withdraw from their course of study in NUI Galway. If a student is considering withdrawing the University will:

- Offer the student help, support and advice
- Seek to resolve any issues which are giving rise to the consideration of withdrawal, if it is within the rules, regulations and procedures of the University to do so
- Provide a student with a respectful, uncomplicated process of withdrawal if the student decides to proceed
- Support students and staff by outlining the procedure for withdrawing and applying for re-admission

2.2 The date of withdrawal is the date on which the University receives the completed Course Withdrawal Form online.

2.3 Once a student has submitted the completed withdrawal form online, it is received by staff of the Student Information Desk in Áras Uí Chathail. The de-registration procedures will begin immediately and relevant authorities within and outside the University will be informed. After the process has been initiated, it will not be possible for the student to re-register until the next Academic year following application through the normal route.

## 3.0 Scope

This policy applies to students who have registered in the current Academic Year in NUI Galway. It relates to all undergraduate and postgraduate programmes offered by the University and is effective across the University with the exception of Ph.D. / M.D. and Masters Research students who submit the "Postgraduate Research Withdrawal Form". Students registered on joint programmes and programmes that are not run by NUI Galway must notify their home institution of their intention to withdraw.

## 4.0 Definition

4.1 Withdrawal is where a student leaves their programme of study permanently and ends all activity associated with their studies before they have completed the programme for which they are registered. A student does not need permission to withdraw but the College are notified once the student submits the Online Withdrawal form. Students must return their Student Id Card to the Student Information Desk (SID) in person or by post.

- 4.2 Retrospective withdrawal is not normally permitted. However, it may be granted by the Dean of College or Vice President for Student Experience where he /she is satisfied that:
- The student has extenuating circumstances which the University is aware of and there is no other available solution for the student given their circumstances and the student has not been engaged in any programme activity, the student must submit any medical certs or reports which will assist the Dean of the College or Vice President for the Student Experience with information in determining extenuating circumstances.

*Note: Students remain liable for fees up to the date on which they formally submit the withdrawal form online in accordance with 9.0 below.*

## **5.0 Deadline for Withdrawals**

- 5.1 Undergraduate or taught postgraduate students wishing to withdraw must apply Online by 1st March at the latest in the Academic Year they are registered in. Students may withdraw until the 1st of March, it is not possible to withdraw after this date.

## **6.0 International Students**

- 6.1 A Non-EU student's 'leave to remain' in the State expires on withdrawal from the University. The International Affairs Office is obliged to inform the local GNIB (Garda National Immigration Bureau) Office accordingly.

## **7.0 Procedure**

- 7.1 Responsibility of the Student who is withdrawing from NUI Galway
- 7.1.1 Seek advice and support as soon as they wish to withdraw from the programme of study
  - 7.1.2 Make sure that they understand the possible implications of withdrawing and formally withdrawing such as academic, financial or other administrative implications of withdrawing from University. Advice may be sought from College Office, Fees Office, Graduate Studies and Student Services
  - 7.1.3 Make sure that they understand the possible implications of withdrawing and not formally withdrawing such as academic, financial or other administrative implications of withdrawing from University. Advice may be sought from College Office, Fees Office and Student Services
  - 7.1.4 Make sure that they understand all the options available to them including Leave of Absence (if applicable)
  - 7.1.5 Withdraw formally by completing the online Course Withdrawal Form, available at the following location: [www.nuigalway.ie/SID](http://www.nuigalway.ie/SID)
  - 7.1.6 Inform their funding agency / sponsor that they are withdrawing
  - 7.1.7 Make sure that they return their Student ID card and, if appropriate, their Parking Permit to the Student Information Desk by post or in person
  - 7.1.8 Return items on loan from the Library and pay any outstanding Library fines
  - 7.1.9 Postgraduate Research Students are requested to complete the Exit Survey available from the [Graduate Studies](#)
- 7.2 Responsibility of the Course Director, College Office, School Office, Discipline Office
- 7.2.1 Provide advice and support
  - 7.2.2 Explore possible alternatives available to the student permitted within the University's Rules and Regulations such as Leave of Absence (if applicable)
  - 7.2.3 Ensure that the student is informed of the implications of withdrawing
  - 7.2.4 Provide information to a student on the additional support systems

- 7.2.5 Keep a record of any exams results which the student may have as these results are only provisional as they have not gone before an Exam Board

### 7.3 Responsibility of Academic Administration

- 7.3.1 Update and amend individual student record to 'withdrawn' and update with a note and date of application

### 7.4 Responsibility of the Fees Office

- 7.4.1 Provide the Student with information on their Fee liability if applicable

### 7.5 Responsibility of the International Office

- 7.5.1 Obligated to inform the local GNIB (Garda National Immigration Bureau) Office if an International student withdraws

## 8.0 Returning to University

- 8.1 Students who wish to re-enter the University must do so by applying through the route that they entered the University originally. Students who withdraw during their 1<sup>st</sup> Semester of their first year undergraduate programme must contact the Admissions Office regarding re-entry, otherwise the College Office will advise.

- 8.2 It is the responsibility of the student to ascertain their eligibility for funding.

## 9.0 Fees

Students are liable for all elements of the fee *i.e.* the Student Contribution (where applicable), the Tuition Fee and the Student Levy, at the time of registration.

The Fee liability for a student who formally withdraws from their course depends on the date on which they submit their Online Withdrawal form to SID (Hyperlink):

- (i) If a student formally withdraws from their course on or before the 30th of September of the Academic Year in question then there is no fee liability\* (this excludes non-refundable deposits where these have been paid)
- (ii) If a student formally withdraws from their course on or after the 1st of October and on or before the 31st of January the student is liable for fees in respect of Semester 1 *i.e.* half their tuition fee (if they are not eligible for free tuition fees), half the student contribution (UG only) and the full student levy. The Fees office will automatically process a refund where this results in a credit balance on the students account\*.
- (iii) If a student formally withdraws from their course on or after the 1st of February the student is liable for the full fees for the Academic year.

### 9.1 Students in Receipt of Funding

It is the student's responsibility to make themselves aware of any funding implications that formally withdrawing will have on their course participation, in both the current year and subsequent Academic Years.

#### 9.1.1 For Undergraduate students eligible under the **Free Fees Initiative**:

- (i) If a student formally withdraws from their course on or before the 30th of September no claim will be made for the Academic Year in Question

(ii) If a student formally withdraws from their course on or after the 1st of October and on or before the 31st of January 50% of the tuition will be claimed under this initiative

(iii) If a student formally withdraws from their course on or after the 1st of February full tuition will be claimed under this initiative

It is important to note that students are not eligible for free tuition fees for the equivalent period of time spent on the first course of study if they subsequently undertake a new course.

9.1.2 For students in receipt of a **Scholarship** (income tax exempt):

- (i) It is the responsibility of the student to inform their funder and their budget holder of their intention to withdraw from the programme and to make themselves aware of any implications. Your funder may seek repayment of stipend/fees.
- (ii) The student must also inform the Research Accounting Office by emailing [scholarshipforms@nuigalway.ie](mailto:scholarshipforms@nuigalway.ie) and notifying the office of the date of their withdrawal. If the Research Accounting Office has been informed of the student's withdrawal after the date and payment of stipend has occurred erroneously, a repayment of the overpaid element of the stipend will be requested from the student.

9.1.3 Other Funders Including **SUSI**:

It is the responsibility of the student to inform their funder of their intention to withdraw from the programme and to make themselves aware of any implications. Funders may seek recoupment from the student of stipend/maintenance payments. NUI, Galway will claim/invoice your funder for fees in accordance with 7.0 above.

\*Any refund will be processed in accordance with the [Fee Refund Policy QA306](#)

## 10.0 Related Policies

- Student Fee Liability and Sanctions for Late or Non-Payment
- [Fee Refund Policy QA306](#)
- Student Leave of Absence Policy
- New Entrants to First Year Fulltime Undergraduate Degree Programme Transfer Scheme
- QA258 Approved Leave in Special Circumstances for First Year Undergraduate Students

## 11.0 Responsibilities

Name	Responsibility
<b>Student</b>	Ensure that they are fully aware of all the implications of withdrawing from a course.
<b>Student Information Desk</b>	De-registering the student on the Student Record System
<b>College Office</b>	Advise students of their alternatives to withdrawal from a course. Refer students who have decided that they will withdraw to the Online Withdrawal form so that they can be properly de-registered
<b>Discipline Office</b>	Retain any exam results the student has obtained which have not gone through an Exam Board
<b>Academic Staff</b>	Advise students of their alternatives to withdrawal from a course or refer students to

	the College Office for such advice. Refer students who have decided that they will withdraw to the Student Information Desk so that they can be properly de-registered.
<b>Student Services</b>	Advise students of their alternatives to withdrawal from a course or refer students to the College Office for such advice.
<b>Fees Office</b>	Amend student Fee liability in accordance with this policy.
<b>Admissions Office</b>	Advise students who leave in their 1 <sup>st</sup> Semester of the 1 <sup>st</sup> year of undergraduate studies of their options to re-apply to NUI Galway
<b>International Office</b>	Obligated to inform the local GNIB (Garda National Immigration Bureau) Office if an International student withdraws

**12.0****Related Documents**

Course Withdrawal Form

Course Withdrawal Form - Research

Course Withdrawal Survey

Exit Survey

Postgraduate Research Student Exit Survey

Leave of Absence Policy – In draft