

# WITHDRAWAL FORM

## SETU Carlow Campus



### 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 30<sup>th</sup> April.

Completed application forms and student ID cards should be returned to:

The Admissions Office, SETU Carlow Campus, Kilkenny Road, Carlow, R93 V960.

### PERSONAL DETAILS

(PLEASE USE BLOCK CAPITALS)

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

SURNAME: \_\_\_\_\_ FIRSTNAME: \_\_\_\_\_

MOBILE NO.: \_\_\_\_\_

PROGRAMME NAME: \_\_\_\_\_

PROGRAMME CODE: \_\_\_\_\_ YEAR: \_\_\_\_\_

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

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

All learners 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	<input type="radio"/>	Institute not suitable	<input type="radio"/>
Programme too difficult	<input type="radio"/>	Programme did not meet expectations	<input type="radio"/>
Personal/Family illness	<input type="radio"/>	Financial difficulties	<input type="radio"/>
Felt out of place/homesick	<input type="radio"/>	Accommodation difficulties	<input type="radio"/>

Other, please specify \_\_\_\_\_

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

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

- |   |                       |                                   |                       |
|---|-----------------------|-----------------------------------|-----------------------|
| Re-applying to Third Level next year        | <input type="radio"/> | No definite plans                 | <input type="radio"/> |
| Leaving to go to work                       | <input type="radio"/> | Leaving to do a PLC course        | <input type="radio"/> |
| Transferring to another third level college | <input type="radio"/> | Returning to sit the Leaving Cert | <input type="radio"/> |
| Other (please specify): _____               |                       |                                   |                       |
- 

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

Where did you get information on programme?

- |                               |                       |                           |                       |
|-------------------------------|-----------------------|---------------------------|-----------------------|
| Attended Open Day             | <input type="radio"/> | Career Guidance Teacher   | <input type="radio"/> |
| Prospectus                    | <input type="radio"/> | Visiting Speaker from ITC | <input type="radio"/> |
| Careers Exhibition            | <input type="radio"/> | Online                    | <input type="radio"/> |
| Other (please specify): _____ |                       |                           |                       |

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

I discussed my decision to leave with the following:

- |                    |                       |                      |                       |
|--------------------|-----------------------|----------------------|-----------------------|
| Head of Department | <input type="radio"/> | Institute Counsellor | <input type="radio"/> |
| Class Tutor        | <input type="radio"/> | Friend               | <input type="radio"/> |
| Family             | <input type="radio"/> | Other lecturer       | <input type="radio"/> |

**ADDITIONAL COMMENTS**

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**Completed forms to be returned to:**

**The Admissions Office**

**PLEASE ATTACH STUDENT CARD**