

STUDENT EXIT FORM

PART I: To be completed by student – attach your I.D. card to this form.
 Please return to the Student Academic Administration Office (Room 112 – Foundation Building).
 Student Academic Administration will terminate the student’s enrolment and notify the Finance Office, the Grants Office, the Library and the Admissions Office as appropriate.

Student Name:	Student I.D.:
Address:	
Title of Course: Please indicate which course (B.A./B.Ed/BA ECCE/B.Ed. in Ed. & Psychology/Grad. Dip./Masters/ PhD. etc.)	
Current year and Semester of Study: (e.g. 2nd Year, Semester 1)	
Name of Grant/Scholarship Authority: (if applicable)	
Mobile No:	Email:

If you wish to apply for a refund of Fees please complete overleaf.

Signature: _____ **Exit date:** _____

It would help us if you would comment, confidentially, on your reasons for leaving – see overleaf.

PART II: To be completed by Academic Adviser and/or Counsellor, if requested by student.

Academic Advisor Comments:

Advisor Signature: _____ **Date:** _____

Counsellor Comments:

Counsellor Signature: _____ **Date:** _____

Dean’s Signature (Arts/Education): _____

OFFICE USE ONLY

Copy to Fees		Copy to Grants		SI u/d	
--------------	--	----------------	--	--------	--

It would assist us if you would comment confidentially on your reason(s) for exiting by ticking the option(s) to indicate the relevant factors in your decision.

1. Poor grades	11. Offer of good employment
2. Dissatisfied with requirements of regulations	12. Transferring to another University/College.
3. Course now seen as irrelevant	13. Transferring to professional training scheme.
4. Was persuaded by parents/school to come here but have now decided to make my own decisions	14. Accident/Physical illness
5. Unable to cope with pressure of work	15. Emotional/Psychological problems
6. Course experienced as boring	16. Difficulty/expense of travel to University
7. Financial difficulties (<i>specify if you wish</i>)	17. Accommodation problems
8. Marriage/Pregnancy	18. Dissatisfied with quality of student life
9. Need to take over family farm/business	19. Dissatisfied with Staff/Student relations
10. Other family responsibilities (<i>specify if you wish</i>)	20. Other – <i>please specify</i>

Additional Comments

(Including features of the College you liked/disliked and changes you would recommend etc.)

Students Applying for a Refund of Fees Should Note the Following:

The College accepts no obligation to refund any fee or part paid in respect of any course or service provided by the College. The College is authorised, however, to issue partial refunds to students who withdraw in the current academic year as stated below. The Exit date from the College is taken as the date of withdrawal given on Page 1.

1. Students who exit in the 1st week of term – full refund of fees paid, less €100 Admin. Fee.
2. Exit between the first day of term and the third Friday of term (end of Week 3) – MIC entitled to keep Semester 1 Student Contribution fees and Levies.
3. Exit after the third Friday of term and before the 31st January – NO REFUND of Semester One Student Contribution fee paid and the College will claim Tuition Fees for Semester 1.
4. Exit after the 31st January - No Refund of the full Student Contribution Fee and the College will claim Tuition Fees for the full academic year.

Do you wish to apply for a refund of Fees: Yes No

I have read the above conditions of the College Refund Policy.

Signed by Student

DATA Protection Notice: Personal data, including sensitive personal data, collected as part of this application, will be processed for the purpose of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.