

EXIT AWARD APPLICATION FORM

Students who wish to exit their programme with a lesser award should complete this form. The completed form must be submitted to the Exams Office by submitting a request on the [NCI Support Hub](#)

Student Information	
Student Name	
Student Number	
Address	
Email Address	
Phone Number	

Exit Award Information	
Current Programme Title	
Current Programme Code	
Level of Exit Requested (Select One Only)	Level 6 Certificate / Diploma / Higher Certificate 30 - 120 ECTS
	Level 7 Ordinary Degree 180 ECTS
	Level 9 Postgraduate Diploma 60 / 70 ECTS
Academic Year	
Reason For Request	

EXIT AWARD APPLICATION FORM

Application Deadline

Exit Award Applications will be processed 3 times per academic year. Students must submit their application form within 1 week of the results release date. For more information on release dates, please visit the Exams Section of the [NCI Website](#)

Date to Request Exit	Earliest Date for Transcript	When you will receive your QQI Certificate	Graduation Ceremony
February	From Mid-March	From Mid-May	Spring Graduation
June	From Mid-July	At Graduation	Autumn Graduation
October	From Mid-November	From Mid-January	Autumn Graduation

Student Declaration

By completing this form, I understand that I will be unable to apply to any follow-on programmes e.g. Top-Up MSc, for 1 academic year following the processing of this Exit Award request.

Student Signature:

Date: