

National College of Ireland Student Exit Form



To be Completed by Student – NB: *Please attach ID card with this form.*

This form should be used if you wish to withdraw from a programme. It must be completed and returned to the Jonathan Lynch, Student Retention and Attendance Support Coordinator, National College of Ireland, Mayor Street, Dublin 1.

Section 1: Personal Details - to be completed by all applicants

Name:

Student ID:

Address:

Course:

Course Code:

Current Year:

Semester of Study:

Registered with Learning & Disability Support? (tick): Yes

No

Please note that your date of exit will be taken as the date of receipt of this form to the Registrar's Office. Full Time Students – Please note this may affect your free fees status.

Do you wish to apply for a refund of fees? Yes

No

Should you wish to apply for a refund; the Fees Office will contact you, should you be eligible.

Please indicate the reason(s) for withdrawing from the above programme:

Transfer to another Institution

Illness

Employment

Work Commitments

Personal Commitments

Course not suited

Financial

Accommodation

Course not what was expected

Other (please detail):

Please complete the exit questionnaire overleaf

Have you discussed your exit from this programme with the Programme Directors or a Student Support Service Representative? NB. This is a requirement.

Programme Director:

Student Support Services:

Exit Questionnaire

On a scale of 1 to 5, how would you rate National College of Ireland's IT facilities?

1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On a scale of 1 to 5, how would you rate National College of Ireland's Teaching and Learning Facilities?

1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On a scale of 1 to 5, how would you rate National College of Ireland's Student and Support Services?

1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On a scale of 1 to 5, how would you rate the National College of Ireland's course you are currently enrolled on? Comments welcome below.

1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any other comments which you feel could be helpful to National College of Ireland:

I request that NCI officially withdraw me from my programme and understand this may have an implication on my free fees status.

Student Signature:

Date: