

POLICY TITLE	STUDENT WITHDRAWAL POLICY
POLICY OWNER	DIRECTOR OF RECRUITMENT AND ADMISSIONS
POLICY OPERATOR	UNDERGRADUATE ADMISSIONS OFFICE

### PURPOSE

Students who wish to leave the UCC before completing their degree programme must notify the university of their intention to withdraw by completing the Student Withdrawal Form.

### DEFINITIONS

**Withdrawing from UCC:** Circumstances occasionally arise that can cause students to consider leaving UCC before completing their degree programme. In such cases it is the policy of the university to provide career guidance and support to students so that they are aware of all their options should they want to return to third level education later. All students who withdraw must complete the Student Withdrawal Form.

### APPLICATION PROCESS

Having considered all their options and the students wants to proceed, the Withdrawal Form is completed and returned together with the Student ID Card to the appropriate contact person below.

### WHO TO CONTACT

**EU undergraduate** students should make an appointment with Nóirín Deady should they consider withdrawing. Email: [n.deady@ucc.ie](mailto:n.deady@ucc.ie) Address: Room G29, Hub Building, University College Cork. T12YF78

**International students** should contact Suzanne Buckley. Email: [s.buckley@ucc.ie](mailto:s.buckley@ucc.ie) Address: Roseleigh, Western Road, Mardyke, Cork.

## FEE IMPLICATION FOR WITHDRAWING

If a student officially withdraws before 31 October 2020 the full Student Contribution Charge of €3,000 will be refunded. If a student withdraws by 31 January 2021, half the Student Contribution Charge of €1,500 will be refunded. The Student Capitation Fee of €170 will not be refunded. For further information on fees visit <https://www.ucc.ie/en/financeoffice/fees/>

## RETROSPECTIVE WITHDRAWAL

In the case of a retrospective withdrawal, supporting evidence from one or more of the following professionals must be included in order to back-date the Withdrawal Form correctly:

- ✓ Medical Practitioner
- ✓ Other Health Professionals
- ✓ UCC Student Support Professionals (Disability Support Services / Student Health & Wellbeing / Student Counselling & Development Services)
- ✓ Other (must be specified)