



**TUS**

**Technological University of the Shannon:  
Midlands Midwest**  
Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre Iarthar Láir

[www.tus.ie](http://www.tus.ie)

## GUIDELINE FOR WITHDRAWING FROM A PROGRAMME

TUS Athlone are aware that from time to time students may consider leaving their registered programme of study for various reasons. TUS will facilitate this process but there are some simple steps which the student must bear in mind:

1. Please **talk to your academic department or the Careers Office** at college first, contact [careers@ait.ie](mailto:careers@ait.ie). Please be aware that there can be implications for eligibility for fees should you fail to withdraw **BEFORE 31 OCTOBER** each year.
2. If you are considering withdrawing, it is very important that a **withdrawal form is completed in full**. Failure to complete your withdrawal form can have serious consequences for grant and tuition fees payments if you decide to continue your studies in the future.
3. To complete the withdrawal process the student must complete an official TUS student withdrawal form and return it with their Student Identification Card to the Registration Department. **It is the sole responsibility of the student to complete and return the withdrawal form and failure to do will lead to non-completion of the process. The withdrawal date applied to the Student Record System will be the date on which the form is received in the Registration Department.**
4. Official withdrawal forms are available at the following links and from the Registration Department and all of the Faculties, please choose the appropriate form:

[Withdrawal Form for Programmes starting in SEPTEMBER](#)

[Withdrawal Form for Programmes starting in JANUARY](#)

[Springboard Withdrawal Form starting in September](#)

In the event of your withdrawal, student contribution will be charged as follows.

Official Withdrawal Dates	Refund	Tuition Fee Liability	Student Contribution Liability
Before 31 October	Full Refund of Fee	No Fee Liability	No Student Contribution Liability
01 November – 31 January	Excess of liability paid	50% Fee Liability	50% Student Contribution Liability
After 31 January	No Refund	Full Fees	Full Student Contribution Liability

## **TUITION FEES (FREE FEES)**

**Tuition fees are paid for by the HEA for students who qualify for the free fees initiative. In the event of your withdrawal, the following will apply:**

- (a) Students who register and officially deregister before 31 October, no tuition fees will be claimed on the student's behalf.
- (b) Students who register and officially deregister from 31 October to 31 January inclusive, half tuition fees will be claimed on the student's behalf.
- (c) Students who register and officially deregister after 1 February full tuition will be claimed on the student's behalf.