OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Code:	QA282
Title:	**Student Course Withdrawal Policy**
Date:	December 2022
Approval:	AC Standing Committee

1.0 Purpose

University of Galway recognises circumstances occasionally arise that can cause a student to consider leaving University of Galway before completing their course of study. This document outlines the policy and procedure that the University will employ when a student is considering withdrawal.

2.0 Description

2.1 A student may determine that they wish, for whatever reason, to withdraw from their course of study in University of Galway. If a student is considering withdrawing the University will:

- Offer the student help, support and advice
- Seek to resolve any issues which are giving rise to the consideration of withdrawal, if it is within the rules, regulations and procedures of the University to do so
- Provide a student with a respectful, uncomplicated process of withdrawal if the student decides to proceed
- Support students and staff by outlining the procedure for withdrawing and applying for re-admission

2.2 The date of withdrawal is the date on which the University receives the completed Course Withdrawal Form online.

2.3 Once a student has submitted the completed withdrawal form online, it is received by staff of the Student Registry Helpdesk in Áras Uí Chathail. The de-registration procedures will begin immediately and relevant authorities within and outside the University will be informed. After the process has been initiated, it will not be possible for the student to re-register until the next Academic year following application through the normal route.

3.0 Scope

This policy applies to students who have registered in the current Academic Year in University of Galway. It relates to all undergraduate and postgraduate programmes offered by the University and is effective across the University with the exception of Ph.D. / M.D. and Masters Research students who submit the “Postgraduate Research Withdrawal Form”. Students registered on joint programmes and programmes that are not run by University of Galway must notify their home institution of their intention to withdraw.

4.0 Definition

4.1 Withdrawal is where a student leaves their programme of study permanently and ends all activity associated with their studies before they have completed the programme for which they are registered. A student does not need permission to withdraw but the College are notified once the student submits the Online Withdrawal form. Students must return their Student Id Card to the Student Registry Helpdesk (SRH) in person or by post.
Students remain liable for fees up to date on which they formally submit the

withdrawal form online in accordance with 9.0 below.

4.2 Retrospective withdrawal is not normally permitted. However, it may be granted by the Executive Dean of College or Dean of Students where he /she is satisfied that:

- The student has extenuating circumstances which the University is aware of and there is no other available solution for the student given their circumstances and the student has not been engaged in any programme activity, the student must submit any medical certs or reports which will assist the Executive Dean of the College or Dean of Students with information in determining extenuating circumstances.

5.0 Deadline for Withdrawals

5.1 Undergraduate or taught postgraduate students wishing to withdraw must apply Online by 1st March at the latest in the Academic Year they are registered in. Students may withdraw until the 1st of March, it is not possible to withdraw after this date.

6.0 International Students

6.1 A Non-EU student's 'leave to remain' in the State expires on withdrawal from the University. The International Affairs Office is obliged to inform the local GNIB (Garda National Immigration Bureau) Office accordingly.

7.0 Procedure

7.1 Responsibility of the Student who is withdrawing from University of Galway

7.1.1 Seek advice and support as soon as they wish to withdraw from the programme of study

7.1.2 Make sure that they understand the possible implications of withdrawing and formally withdrawing such as academic, financial or other administrative implications of withdrawing from University. Advice may be sought from College Office, Fees Office, Graduate Studies and Student Services

7.1.3 Make sure that they understand the possible implications of withdrawing and not formally withdrawing such as academic, financial or other administrative implications of withdrawing from University. Advice may be sought from College Office, Fees Office and Student Services

7.1.4 Make sure that they understand all the options available to them including Leave of Absence (if applicable)

7.1.5 Withdraw formally by completing the online Course Withdrawal Form, available at the following location: www.universityofgalway.ie/SRH

7.1.6 Inform their funding agency / sponsor that they are withdrawing

7.1.7 Make sure that they return their Student ID card and, if appropriate, their Parking Permit to the Student Registry Helpdesk by post or in person

7.1.8 Return items on loan from the Library and pay any outstanding Library fines

7.2 Responsibility of the Course Director, College Office, School Office, Discipline Office

7.2.1 Provide advice and support

7.2.2 Explore possible alternatives available to the student permitted within the University's Rules and Regulations such as Leave of Absence (if applicable)

7.2.3 Ensure that the student is informed of the implications of withdrawing

7.2.4 Provide information to a student on the additional support systems

7.2.5 Keep a record of any exams results which the student may have as these results are only provisional as they have not gone before an Exam Board

7.2.6 Notify the Fees and Registry office via Credit Note where a retrospective date of withdrawal is approved

7.3 Responsibility of Registry

7.3.1 Update and amend individual student record to 'withdrawn' and update with a note and date of application

7.4 Responsibility of Dean of Students

7.4.1 Notify the Fees and Registry office via Credit Note where a retrospective date of withdrawal is approved

7.5 Responsibility of the Fees Office

7.5.1 Provide the Student with information on their Fee liability if applicable

7.6 Responsibility of the International Office

7.6.1 Obliged to inform the local GNIB (Garda National Immigration Bureau) Office if an International student withdraws

8.0 Returning to University

8.1 Students who wish to re-enter the University must do so by applying though the route that they entered the University originally. Students who withdraw during their 1st Semester of their first year undergraduate programme must contact the Admissions Office regarding re-entry, otherwise the College Office will advise.

8.2 It is the responsibility of the student to ascertain their eligibility for funding.

9.0 Fees

Students are liable for all elements of the fee *i.e.* the Student Contribution (where applicable), the Tuition Fee and the Student Levy, at the time of registration.

The Fee liability for a student who formally withdraws from their course depends on the date on which they submit their Online Withdrawal form to SRH (Hyperlink). The fee liability at the point of withdrawal is linked the University's statutory returns and reporting to the HEA:

(i) If a student formally withdraws from their course on or before the 31st October of the Academic Year in question then there is no fee liability* (this excludes non-refundable deposits where these have been paid)

(ii) If a student formally withdraws from their course on or after the 1st of November and on or before the 31st January the student is liable for fees in respect of Semester 1 *i.e.* half their tuition fee (if they are not eligible for free tuition fees), half the student contribution (UG only) and the full student levy. The Fees office will automatically process a refund where this results in a credit balance on the students account*. Where a student intends to return to the same course of study, then they should apply for a Leave of Absence (refer to Policy QA287). Under the LOA policy, where the student takes leave on or after the 1st November and before the 31st January they are charged 50% Tuition and 50% Student Contribution in the year that they leave and 50% Tuition and 50% Student Contribution in the year that they return. The student levy is payable for both years.

(iii) If a student formally withdraws from their course on or after the 1st of February the student is liable for the full fees for the Academic year.

Under exceptional circumstances a retrospective withdrawal may be permitted. Please refer to section 4.2.

9.1 Students in Receipt of Funding

It is the student's responsibility to make themselves aware of any funding implications that formally withdrawing will have on their course participation, in both the current year and subsequent Academic Years.

9.1.1 For Undergraduate students eligible under the **Free Fees Initiative**:

(i) If a student formally withdraws from their course on or before the 31st October no claim will be made for the Academic Year in Question, If a student formally withdraws from their course on or after the 1st of November and on or before the 31st January 50% of the tuition will be claimed under this initiative

(ii) If a student formally withdraws from their course on or after the 1st of February full tuition will be claimed under this initiative

It is important to note that students are not eligible for free tuition fees for the equivalent period of time spent on the first course of study if they subsequently undertake a new course.

9.1.2 For students in receipt of a **Scholarship** (income tax exempt):

(i) It is the responsibility of the student to inform their funder and their budget holder of their intention to withdraw from the programme and to make themselves aware of any implications. Your funder may seek repayment of stipend/fees.

(ii) The student must also inform the Research Accounting Office by emailing scholarshipforms@universityofgalway.ie and notifying the office of the date of their withdrawal. If the Research Accounting Office has been informed of the student's withdrawal after the date and payment of stipend has occurred erroneously, a repayment of the overpaid element of the stipend will be requested from the student.

9.1.3 Other Funders Including **SUSI**:

It is the responsibility of the student to inform their funder of their intention to withdraw from the programme and to make themselves aware of any implications. Funders may seek recoupment from the student of stipend/maintenance payments. NUI, Galway will claim/invoice your funder for fees in accordance with 7.0 above.

*Any refund will be processed in accordance with the Fee Refund Policy QA306

10.0 Related Policies

- Student Fee Liability and Sanctions for Late or Non-Payment
- Fee Refund Policy QA306
- Student Leave of Absence Policy QA287
- New Entrants to First Year Fulltime Undergraduate Degree Programme Transfer Scheme
- QA258 Approved Leave in Special Circumstances for First Year Undergraduate Students

11.0 Responsibilities

Name	Responsibility
Student	Ensure that they are fully aware of all the implications of withdrawing from a course.

Student Registry Helpdesk	De-registering the student on the Student Record System
College Office	Advise students of their alternatives to withdrawal from a course. Refer students who have decided that they will withdraw to the Online Withdrawal form so that they can be properly de-registered
Discipline Office	Retain any exam results the student has obtained which have not gone through an Exam Board
Academic Staff	Advise students of their alternatives to withdrawal from a course or refer students to the College Office for such advice. Refer students who have decided that they will withdraw to the Student Registry Helpdesk so that they can be properly de-registered.
Student Services	Advise students of their alternatives to withdrawal from a course or refer students to the College Office for such advice.
Fees Office	Amend student Fee liability in accordance with this policy.
Admissions Office	Advise students who leave in their 1st Semester of the 1st year of undergraduate studies of their options to re-apply to University of Galway
International Office	Obliged to inform the local GNIB (Garda National Immigration Bureau) Office if an International student withdraws

12.0 Related Documents

Course Withdrawal Form
Course Withdrawal Form - Research
Course Withdrawal Survey
Exit Survey
Leave of Absence Policy – QA287

Cód: QA282
Teideal: **Polasaí do Mhic Léinn maidir le hÉirí as Cúrsa**
Dáta: Nollaig 2022
Faomhadh: Coiste Seasta na Comhairle Acadúla

1.0 Cuspóir

Aithníonn Ollscoil na Gaillimhe go dtarlaíonn rudaí in amanna a chuirfeadh ar mhac léinn smaoineamh ar Ollscoil na Gaillimhe a fhágáil sula mbeadh a c(h)úrsa staidéir críochnaithe aige/aici. Leagtar amach sa doiciméad seo an polasaí agus an nós imeachta a bheidh ag an Ollscoil nuair a bheidh mac léinn ag smaoineamh ar éirí as.

2.0 Cur síos

2.1 Féadfaidh mac léinn cinneadh a dhéanamh gur mian leis nó léi, ar chúis ar bith, éirí as a c(h)úrsa staidéir in Ollscoil na Gaillimhe. Má tá mac léinn ag smaoineamh ar éirí as cúrsa, déanfaidh an Ollscoil an méid seo a leanas:

- Cuidiú, tacaíocht agus comhairle a thabhairt don mhac léinn
- Féachaint leis na fadhbanna is cúis leis an mac léinn a bheith ag smaoineamh ar éirí as a réiteach, más féidir é sin a dhéanamh laistigh de rialacha, rialacháin agus nósanna imeachta na hOllscoile
- Próiseas measúil simplí a chur ar fáil don mhac léinn le héirí as má chinneann sé/sí dul ar aghaidh
- Tacaíocht a thabhairt do mhic léinn agus do bhaill foirne tríd an nós imeachta maidir le héirí as agus maidir le hiarratas athiontrála a dhéanamh a mhíniú

2.2 Is é an dáta éirithe as an dáta a bhfaighidh an Ollscoil an Fhoirm le hÉirí As Cúrsa ar líne agus í líonta

2.3 A luaithe a bhíonn an fhoirm le héirí as cúrsa líonta agus curtha isteach ag an mac léinn ar líne, faigheann foireann Dheasc Eolais na Mac Léinn in Áras Uí Chathail í. Cuirfear tús leis na nósanna imeachta díchláraithe láithreach agus cuirfear na húdaráis ábhartha laistigh agus lasmuigh den Ollscoil ar an eolas faoi. A luaithe a bheidh tús curtha leis an bpróiseas, ní bheidh an mac léinn in ann athchlárú go dtí an chéad Bhliain Acadúil eile, i ndiaidh dó/di iarratas a dhéanamh ar an ngnáthbhealach.

3.0 Scóip

Tá feidhm ag an bpolasaí seo i gcás mac léinn atá cláraithe in Ollscoil na Gaillimhe sa Bhliain Acadúil reatha. Baineann sé le gach clár fochéime agus iarchéime a thairgeann an Ollscoil agus tá éifeacht leis san Ollscoil trí chéile seachas i gcás mac léinn Ph.D. / M.D. agus Taighde Máistreachta. Bíonn orthu san "Foirm le hÉirí as Taighde Iarchéime" a chur isteach. Ní mór do mhic léinn atá cláraithe ar chláir chomhpháirteacha agus ar chláir nach bhfuil á reáchtáil ag Ollscoil na Gaillimhe a chur in iúl dá n-institiúid bhaile go bhfuil sé ar intinn acu éirí as.

4.0 Sainmhíniú

4.1 Ciallaíonn éirí as go bhfágann mac léinn a c(h)lár staidéir go buan agus go n-éiríonn sé/sí as gach gníomhaíocht a bhaineann le na c(h)uid staidéir sula mbíonn an clár ar a bhfuil sé/sí

cláraithe críochnaithe aige/aici. Ní gá do mhac léinn cead a fháil le héirí as ach cuirtear an Coláiste ar an eolas faoi a luaithe a chuireann an mac léinn an Fhoirm le hÉirí As isteach ar líne. Ní mór do mhic léinn a gCárta Aitheantais a chur ar ais chuig Deasc Eolais na Mac Léinn (SRH) go pearsanta nó é a chur sa phost.

4.2 De ghnáth ní cheadaítear éirí as go cúlghabhálach. Ach féadfaidh Déan an Choláiste nó an Leas-Uachtarán do Thaithí na Mac Léinn é sin a cheadú sa chás go gcreideann sé/sí an méid seo a leanas:

- Is cúinsí eisceachtúla iad cúinsí an mhic léinn, tá an Ollscoil ar an eolas fúthu agus níl aon réiteach eile ar scéal an mhic léinn i bhfianaise a c(h)áis agus ní raibh an mac léinn gníomhach in aon chlár, ní mór don mhac léinn aon deimhnithe nó tuairiscí leighis a chur isteach a chabhróidh le Déan an Choláiste nó leis an Leas-Uachtarán do Thaithí na Mac Léinn cinneadh a dhéanamh gur cúinsí eisceachtúla atá i gceist.

Tabhair faoi deara: Bíonn ar mhic léinn táillí a íoc suas go dtí an dáta a gcuireann siad isteach an fhoirm le héirí as ar líne de réir 9.0 thíos.

5.0 An Spriocdháta le hÉirí As

5.1 Ní mór do mhic léinn fochéime nó iarchéime teagaisc ar mian leo éirí as iarratas a dhéanamh ar líne faoin 1 Márta ar a mhoille an Bhliain Acadúil a bhfuil siad cláraithe. Féadfaidh mic léinn éirí as go dtí an 1 Márta, ní féidir éirí as i ndiaidh an dáta seo.

6.0 Mic Léinn Idirnáisiúnta

6.1 Éagann 'cead fanachta' an mhic léinn Neamh-AE sa Stát nuair a éiríonn sé/sí as an Ollscoil. Tá sé de dhualgas ar an Oifig Gnóthaí Idirnáisiúnta oifig áitiúil Bhiúró Náisiúnta an Gharda Síochána um Inimirce (GNIB) a chur ar an eolas dá réir sin.

7.0 Nós Imeachta

7.1 An fhreagracht atá ar an Mac Léinn atá ag éirí as Ollscoil na Gaillimhe

7.1.1 Comhairle agus tacaíocht a iarraidh a luaithe is mian leis/léi éirí as an gclár staidéir

7.1.2 A chinntiú go dtuigeann sé/sí na himpleachtaí a d’fhéadfadh a bheith ag éirí as agus ag éirí as go foirmiúil dóibh; na himpleachtaí acadúla, airgeadais nó riaracháin eile, mar shampla, a bheadh ann dó/di dá n-éireodh sé/sí as an Ollscoil. Is féidir comhairle a lorg ó Oifig an Choláiste, Oifig na dTáillí, an Oifig Staidéir Iarchéime agus Seirbhísí do Mhic Léinn

7.1.3 A chinntiú go dtuigeann sé/sí na himpleachtaí a d’fhéadfadh a bheith ag éirí as ach gan éirí as go foirmiúil; na himpleachtaí acadúla, airgeadais nó riaracháin eile, mar shampla, a bheadh ann dó/di dá n-éireodh sé/sí as an Ollscoil. Is féidir comhairle a lorg ó Oifig an Choláiste, Oifig na Táillí agus Seirbhísí do Mhic Léinn

7.1.4 A chinntiú go dtuigeann siad na roghanna go léir atá ar fáil dó/di lena n-áirítear Saoire Neamhláithreachta (más cuí)

7.1.5 Éirí as go foirmiúil tríd an bhFoirm le hÉirí as Cúrsa a líonadh ar líne; tá an fhoirm le fail anseo: www.nuigalway.ie/SRH

7.1.6 A chur in iúl dá g(h)níomhaireacht mhaoinithe / dá (h)urraitheoir go bhfuil sé/sí ag éirí as

7.1.7 A chinntiú go seolann siad a gcárta Aitheantais agus a gCeadúnas Páirceála, más cuí, ar ais chuig Deasc Eolais na Mac Léinn sa phost nó go pearsanta

7.1.8 Nithe atá ar iasacht ón Leabharlann a thabhairt ar ais agus aon fhíneálacha nár íocadh leis an Leabharlann a íoc

7.2 An Fhreagracht atá ar Stiúrthóir an Chúrsa, Oifig an Choláiste, Oifig na Scoile, Oifig an Disciplín Comhairle agus tacaíocht a chur ar fail

7.2.1 Roghanna eile a d'fhéadfadh a bheith ag an mac léinn agus a bheadh ceadaithe laistigh de
7.2.2 Rialacha agus Rialacháin na hOllscoile amhail Saoire Neamhláithreachta (más cuí) a phlé
7.2.3 A chinntiú go bhfuil an mac léinn ar an eolas faoi na himpleachtaí a bhaineann le héirí as
7.2.4 Eolas a sholáthar don mhac léinn ar na córais tacaíochta breise
7.2.5 Taifead a choinneáil ar thorthaí aon scrúduithe a d'fhéadfadh a bheith ag an mac léinn mar nach bhfuil sna torthaí seo ach torthaí sealadacha de bhrí nár cuireadh faoi bhráid Bord Scrúdaithe iad

7.3 An Fhreagracht atá ar an Oifig Riaracháin Acadúil

7.3.1 Taifead an mhic léinn a nuashonrú agus a leasú trí 'éirithe as' a chur leis agus nóta agus dáta an iarratais a chur leis

7.4 An Fhreagracht atá ar Oifig na dTáillí

7.4.1 Eolas a thabhairt don Mhac Léinn faoina d(h)liteanas maidir leis an Táille, más cuí

7.5 An Fhreagracht atá ar an Oifig Idirnáisiúnta

7.5.1 Tá sé de dhualgas ar an Oifig Idirnáisiúnta oifig áitiúil Bhiúró Náisiúnta an Gharda Síochána um Inimirce a chur ar an eolas má éiríonn mac léinn Idirnáisiúnta as

8.0 Filleadh ar an Ollscoil

8.1 Ní mór do mhic léinn ar mian leo filleadh ar an Ollscoil iarratas a dhéanamh díreach mar a rinne siad an chéad lá riamh. Ní mór do mhic léinn a éiríonn as i rith an Chéad Seimeastair sa chéad bhliain dá gclár fochéime dul i dteagmháil leis an Oifig Iontrála maidir le hathiontráil, nó cuirfidh Oifig an Choláiste comhairle ar fáil.
8.2 Is faoin mac léinn atá sé a fháil amach an bhfuil sé/sí i dteideal maoiniú a fháil.

9.0 Táillí

Ní mór do mhic léinn gach cuid den táille a íoc i.e. Ranníocaíocht an Mhic Léinn (más cuí), an Táille Theagaisc agus an Muirear Mac Léinn, nuair a chláraíonn siad.

Braitheann dliteanas na Táille do mhac léinn a éiríonn as a c(h)úrsa go foirmiúil ar an dáta a gcuireann sé/sí a F(h)oirm le hÉirí As isteach ar líne chuig SRH (Hyperlink):

(**i**) Má éiríonn mac léinn as a c(h)úrsa go foirmiúil an 31 Deireadh Fómhair an Bhliain Acadúil atá i gceist nó roimhe sin, níl aon dliteanas táille ann* (ní bhaineann seo le héarlaisí neamh- inaisíoctha sa chás gur íocadh iad)
(**ii**) Má éiríonn mac léinn as a c(h)úrsa go foirmiúil an 1 Samhain nó dá éis agus an 31 Eanáir nó roimhe sin, tá an mac léinn freagrach as táillí maidir le Seimeastar 1 *ie* leath a dtáille teagaisc (mura bhfuil siad incháilithe le haghaidh saortháillí teagaisc), leath ranníocaíocht na mac léinn (fochéimithe amháin) agus an tobhach mac léinn iomlán. Déanfaidh Oifig na dTáillí aisíocaíocht a phróiseáil go huathoibríoch nuair a bhíonn iarmhéid sochair dá bharr seo i gcuntas an mhic léinn*.
(**iii**) Má éiríonn mac léinn as a c(h)úrsa go foirmiúil an 1 Feabhra nó dá éis, tá an dalta freagrach as táillí iomlána na Bliana Acadúla.

9.1 Mic Léinn a bhfuil Maoiniú á fháil acu

Is ar an mac léinn atá an fhreagracht é/í féin a chur ar an eolas faoi aon impleachtaí maoinithe a bheidh ag éirí as go foirmiúil ar a rannpháirtíocht ar an gcúrsa, sa bhliain reatha agus sna Blianta Acadúla ina dhiaidh sin.

9.1.1 Do mhic léinn Fochéime atá incháilithe faoin **Tionscnamh Saor-Tháillí**:

(**i**) Má éiríonn mac léinn as a c(h)úrsa go foirmiúil an 31 Deireadh Fómhair nó roimhe sin ní dhéanfar aon éileamh ar an mBliain Acadúil atá i gCeist

(**ii**) Má éiríonn mac léinn as a c(h)úrsa go foirmiúil an 1 Samhain nó dá éis agus ar an 31 Eanáir nó roimhe sin, déanfar 50% den táille theagaisc a éileamh faoin tionscnamh seo

(**ii**) Má éiríonn mac léinn as a c(h)úrsa go foirmiúil an 1 Feabhra nó dá éis, déanfar an táille theagaisc iomlán a éileamh faoin tionscnamh seo

Tá sé tábhachtach a thabhairt faoi deara nach bhfuil na mic léinn incháilithe le haghaidh táillí teagaisc saor in aisce don tréimhse choibhéiseach ama a chaitear ar an gcéad chúrsa staidéir má thugann siad faoi chúrsa nua ina dhiaidh sin.

9.1.2 Do mhic léinn a fhaigheann **Scoláireacht** (díolmhaithe ó cháin ioncaim):

(iii) Tá sé de dhualgas ar an mac léinn a chur in iúl dá m(h)aoinitheoir agus dá s(h)ealbhóir buiséid go bhfuil sé ar intinn aige/aici éirí as an gclár agus a fháil amach cad iad na himpleachtaí a d'fhéadfadh a bheith aige sin air/uirthi. Féadfaidh do mhaoinitheoir aisíoc a lorg uait ar an stipinn/ar na táillí.

(iv) Caithfidh an mac léinn an Oifig Cuntasaíochta Taighde a chur ar an eolas freisin trí ríomhphost a chur chuig scholarshipforms@universityofgalway.ie le hinsint dóibh cén dáta a mbeidh sé/sí ag éirí as. Má insítear don Oifig Cuntasaíochta Taighde go bhfuil mac léinn ag éirí as i ndiaidh an dáta a mbeidh sé/sí ag éirí as agus má íoctar an stipinn trí bhotún, iarrfar aisíoc ar an ró-íocaíocht sin ar an mac léinn.

9.1.3 Maoinitheoirí Eile lena n-áirítear **SUSI** :

Tá sé de dhualgas ar an mac léinn a chur in iúl dá m(h)aoinitheoir go bhfuil sé ar intinn aige/aici éirí as an gclár agus a fháil amach cad iad na himpleachtaí a d'fhéadfadh a bheith aige sin air/uirthi. Féadfaidh lucht maoinithe aisíocaíocht a lorg ó mhac léinn ar íocaíochtaí stipinne/cothabhála. Déanfaidh Ollscoil na Gaillimhe éileamh ar do mhaoinitheoir nó cuirfidh sí sonrasc chuige i gcomhréir le 7.0 thuas.

* Déanfar aon aisíocaíocht a phróiseáil i gcomhréir le Polasaí Aisíoca Táille QA306

10. Polsasaithe Gaolmhara

- Dliteanas Táille Mac Léinn agus Smachtbhannaí maidir le hÍocaíocht Dhéanach nó Neamh-Íocaíocht
- Polasaí Aisíoca Táille QA306
- Polasaí Saoire Neamhláithreachta do Mhic Léinn
- Scéim Aistrithe d'Iontrálaithe Nua sa Chéad Bhliain ar Chlár Fochéime Lánaimseartha
- QA258 Saoire Cheadaithe i gCásanna Eisceachtúla do Mhic Léinn Fochéime sa Chéad Bhliain

11.0 Freagrachtaí

Ainm	Freagracht
Táillí Mac léinn	A chinntiú go dtuigeann siad i gceart cad iad na himpleachtaí uile a bhaineann le héirí as cúrsa.
Deasc Eolais na Mac Léinn	An mac léinn a dhíchlárú ar Chóras Taifead na Mac Léinn
Oifig an Choláiste	Comhairle a chur ar mhic léinn faoi na roghanna eile atá ann seachas éirí as cúrsa. An Fhoirm le hÉirí As ar líne a thaispeáint do na mic léinn a bhfuil sé socraithe acu éirí as chun go mbeidh siad díchláraithe go cuí
Oifig an Disciplín	Aon torthaí scrúduithe atá faighte ag an mac léinn ach nár cuireadh faoi bhráid Bord Scrúdaithe a choinneáil
Comhaltaí Foirne Acadúla	Mic léinn a chur ar an eolas faoi na roghanna eile atá acu seachas éirí as cúrsa nó a rá le mic léinn dul chuig Oifig an Choláiste chun an t-eolas sin a fháil. A rá leis na mic léinn a bhfuil sé socraithe acu éirí as dul chuig Deasc Eolais na Mac Léinn chun go bhféadfar iad a dhíchlárú i gceart.
Seirbhísí do Mhic Léinn	Mic léinn a chur ar an eolas faoi na roghanna eile atá acu seachas éirí as cúrsa nó a rá le mic léinn dul chuig Oifig an Choláiste chun an t-eolas sin a fháil.
Oifig na dTáillí	Dliteanas Táille an mhic léinn a leasú i gcomhréir leis an bpolasaí seo.
An Oifig Iontrála	Comhairle a chur ar mhic léinn a éiríonn as agus iad sa chéad Seimeastar den chéad bhliain dá mbunchéim maidir leis na roghanna atá acu ó thaobh athiarratas a dhéanamh ar Ollscoil na Gaillimhe
An Oifig Idirnáisiúnta	Tá sé de dhualgas ar an Oifig Idirnáisiúnta oifig áitiúil Bhiúró Náisiúnta an Gharda Síochána um Inimirce a chur ar an eolas má éiríonn mac léinn Idirnáisiúnta as

12.0 Cáipéisí Gaolmhara

Foirm le hÉirí as Cúrsa
Foirm le hÉirí as Cúrsa Taighde
Suirbhé maidir le hÉirí as Cúrsa
Suirbhé Imeachta
Polasaí Saoire Neamhláithreachta – QA287