

Withdrawal from Studies Form

This form is for fully enrolled students who wish to withdraw from their studies completely. **Please read the guidance notes** attached to this form before completing it.

Name		Student ID Number	
Course		Date of birth	
Address	Telephone number		
	Personal email		

Reason for withdrawing (please tick one box):			Study/academic issues		
Domestic (personal/family issues)	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Other	
Professional	<input type="checkbox"/>	Health	<input type="checkbox"/>	Not prepared to say	
Are you transferring to another university? (Please delete as appropriate)				Yes / No	
Course		Institution			

Tell us about your experience at Malta ICOM (Note: These are optional, but your responses will give us valuable feedback.)	
1. Are you the first person in your immediate family to attend a university?	Yes / No
2. Was Malta ICOM Educational your first choice?	Yes / No
3. Was the course your first choice?	Yes / No
4. Has Malta ICOM Educational met your expectations? Please circle a number (10=expectations fully met, 1=expectations not met)	1 2 3 4 5 6 7 8 9 10
5. Could we have done anything better?	

Signatures

Student

I have sought academic advice from my Personal/Course Tutor. I have also discussed any fee the Registry Office.

Signature

Date

Withdrawal from Studies Form: Important information

If you are e thinking of interrupting your course, please ensure that you have spoken to your Personal Tutor and Registry about the impact on your academic record.

If you then decide to withdraw, please:

- Complete this form fully and contact your Personal/Course Tutor for academic advice.
- Return the form to your Dean.
- Return any library materials, otherwise you will be charged for their cost (please see the refund policy below).

Note: If you withdraw and later wish to return, you will have to re-apply for admission.

Refunds of fees are subject to completion of this withdrawal form. The cost of any items of Malta ICOM Educational property (e.g., equipment or library books) that you have not returned will be deducted from any refund due.

Registry Office:

Your form should be returned to your Registry Office. Contact details and opening hours of each Registry can be found on the Student Handbook.

Fee liability and fee refund policies

Undergraduate Fee Liability		
Period Description	Autumn Enrolment dates for students who enrol in the Autumn	Termly Fee Liability for students*
Cooling-Off period From acceptance of an offer until end of teaching week 1	Date of acceptance to the end of teaching week 1	0%
First liability period After Enrolment and before the start of the second term	During the second week During the third week During the fourth week During the fifth week After the fifth week	20% 35% 50% 70% 100%

Second liability period Before the start of third term	the first week 20%	20%
	During the second week 35%	35%
	During the third week 50%	50%
	During the fourth week 70%	70%
	After the fourth week 100%	100%
Third liability period	30 th April 2023 onwards	100%

Important information

From the point of accepting an offer all students are entitled to a full cooling off period and the ability to withdraw without any financial penalty. If you accepted your offer late you will still receive 14 days cooling off even if this extends to after the beginning of teaching week 2.