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IOB module withdrawal form

Please complete all sections of the *Module Withdrawal form*.

Please note: Incomplete forms and late submission requests will not be processed. Students are advised to retain a copy of the completed form.

1. Student Information

Please insert your name, student/membership number, the code and title of the programme to which you are registered¹.

Student Name	
IOB Membership Number/ UCD student number	
Programme Code	
Programme Title <i>e.g. Professional Diploma in Financial Advice</i>	
Date of withdrawal (d/m/y)²	

2. Module details

Please insert the module code/s, title, trimester offered and ECTS

Module code	Module Title (full)	Trimester (1, 2, 3)	ECTS 5, 10
FIN			
FIN			

¹ Formal programme titles include MSc in Financial Services, Graduate Diploma in Financial Planning, Professional Diploma in SME Credit, Professional Cert in Financial Crime Prevention.

² Insert the date of withdrawal from the module/s

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3. Formal Withdrawal Dates: Academic Year 2021/22³

Using the table below, please indicate the date from which your module withdrawal is to take effect in column 4 below.

TRIMESTER Start date	END OF WEEK 6	END OF WEEK 12	Insert date of withdrawal request
1. 4 th Oct, 2021	Friday 12 th Nov, 2021	Thursday 23 rd Dec, 2021	
2. 7 th Feb, 2022	Friday 18 th March, 2022	Friday 29 th April, 2022	
3. 6 th June, 2022	Friday 15 th July, 2022	Friday 26 th August, 2022	

4. Student request

I request to withdraw from the module(s) listed at 2 above and I understand that they will be removed from my student record and where appropriate module fee/s will be refunded via the payment method used at registration.

I also understand that my next attempt to complete the module/s will be treated as a **first attempt**. Should I be unsuccessful at this attempt, I understand that the grade for any subsequent attempts will be capped at D-.

SIGNED: _____

Date: _____

Office Use Only

Record Updated by: _____ Authorised: _____

Fee refunded: _____

Payment method: _____

Date: _____

³ The module withdrawal dates for each academic year will be published prior to the start of Trimester 1.

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Data Protection Notice

About this data protection notice

This is a statement of the practices of The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as IOB) ('IOB', 'we', 'us', 'our') in connection with the capture of personal data on this form and the steps taken by IOB to respect your privacy.

IOB is a Data Controller and is committed to protecting your rights and any personal information which you provide to IOB will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation.

The privacy notice explains the following:

- What information do we collect about you?
- The purpose for collecting your personal data
- The legal bases for collecting your personal data
- Are you required to provide the information?
- How we store and secure personal data
- Details of third parties with whom we share personal data
- What are your rights?
- Contact

What information do we collect about you?

The data we collect from you will be used by IOB only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner:

Some of the information collected through this form may be classified as special category or sensitive personal data e.g. health data.

In order to provide our services to you we collect contact details, other identifying information and information regarding the reason for your extenuating circumstances request together with supporting documentation where relevant or employer signature and employer information when you fill out this application form.

The data collected in this form will be used by relevant departments in IOB on a 'need to know' basis.

The purpose for collecting your data

The data we collect about you will be used to assess your application for Extenuating Circumstances as detailed in section B, C and D of this form. We will also use your data to communicate our decision to you and deal with any queries where relevant.

The legal basis for collecting your data

We process your personal data on the following legal bases:

- We rely on your explicit consent as our legal basis for processing data provided on this form.

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- The processing of your information may be necessary for the performance of the education contract between IOB and you.
- The processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom we provide your personal data. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued in this regard consist of:
 - conducting our business in a meaningful and lawful manner;
 - dealing with any disputes that may arise;
 - providing information relating to you to your employer, where they have a legitimate interest in obtaining that information.
- The processing is necessary for compliance with our legal obligations.

Are you required to provide the information?

We require you to complete the mandatory fields identified in this form for the purposes outlined above. If you do not provide us with the information required in these fields, we may be unable to fully assess your application to take extenuating circumstances into account.

How we store and secure your data

Any data we collect from you will be stored confidentially and securely. IOB is committed to ensuring all accesses to, uses of, and processing of Institute data is performed in a secure manner. In addition to the normal standards of confidentiality, we also carefully control access to sensitive data e.g. health data within IOB so that it is only available to people who 'need to know.'

In keeping with the data protection principles, we will only store your data for as long as is necessary to provide our services to you and for such a period of time after this as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that may arise in connection with our relationship with you.

For the purposes described here we will store your data (and supporting documentation, eg health data) for the duration of your studies and three years in-line with UCD's record retention policy.

When we store your personal data on our systems the data will be stored either on IOB's secure IT platforms within the EEA which are also subject to European data protection requirements.

Details of third parties with whom we share personal data

IOB will share your data with third parties where necessary for purposes of the processing outlined here.

We may share your information with our trusted service providers (e.g. IT support, auditors, legal advisors, and other professional advisors).

What are your rights?

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You have the following rights, in certain circumstances and subject to applicable exemptions:

- You are entitled to ask for a copy of the personal data, which IOB holds about you.
- The right to have any inaccuracies in your personal data amended.
- The right to object to the processing of your personal data.
- The right to have the personal data that we hold about you erased.
- The right to restrict the processing of your personal data.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
- Where processing is based on consent, you have the right to withdraw your consent at any time.

Contact

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact IOB Data Protection Officer using the contact details below.

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact IOB Data Protection Officer using the contact details below.

IOB has a Data Protection Officer who can be contacted through dataprotection@iob.ie or by writing to:

The Data Protection Officer,

IOB,

IFSC,

1 North Wall Quay,

Dublin 1.

If you remain dissatisfied then you have the right to apply directly to the Data Protection Commission for a decision. The Data Protection Commission can be contacted at:

Data Protection Commission

Canal House

Station Road

Portarlinton

R32 AP23 Co. Laois

dataprotection.ie

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