OFFICIAL WITHDRAWAL APPLICATION

PLEASE CONSULT WITH YOUR ACADEMIC ADVISOR PRIOR TO WITHDRAWAL

LAST NAME _____ FIRST NAME _____ MI ____ STUDENT ID # _____

ADDRESS _____ CITY _____ STATE ____ ZIP ____

CONTACT PHONE: (_____) _____ EMAIL: _____

TERM: ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER YEAR: _____

WITHDRAWAL FROM (CHECK ONE): ☐ COURSE(S) LISTED BELOW ☐ UNIVERSITY AND ALL CLASSES ☐ ALL CLASSES

#	CLASS ID#	SUBJECT	COURSE #	SECTION	CREDITS/ UNITS	Late Drop/ Withdrawal only INSTRUCTOR APPROVAL	Late Drop/Withdrawal only CHAIR APPROVAL	Late Drop/Withdrawal only DEAN APPROVAL
1								
2								
3								
4								
5								
6								
7								
8								
9								

REASON FOR WITHDRAWAL: ☐ Attending Another Institution ☐ Illness or Injury ☐ Active Military Duty ☐ Disciplinary ☐ Other

IF OTHER, PLEASE SPECIFY: _____

Acknowledgement of Withdrawal

Remaining Balance Due: I understand that I may be liable for charges on my student account owed to LIU that must be cleared before registering for a future term or receiving an official transcript.

Financial Aid Recipients: I understand that depending on my official withdrawal date from the University, my financial aid may be adjusted based on the percentage of time I was enrolled in the semester. I also understand that withdrawing from the University may affect the repayment status of my student loans. I may also be required to conduct Exit Counseling if I have received Federal loan proceeds. In addition, I understand that my student aid package for future semesters may be reduced or canceled.

On-Campus Residents: I understand that if I am living on-campus, I am required to contact the Office of Residence Life upon withdrawal from the University. I agree to follow published checkout procedures and to vacate campus housing within 48 hours of the official withdrawal date.

Intercollegiate Athletes: I understand that as an Intercollegiate Athlete, my intent to withdraw from the University or any change in my enrollment status can affect my eligibility to participate in intercollegiate sports.

International Students: I understand that as an international student, my withdrawal will be reported to SEVIS and may affect my visa status.

Veteran Students: I understand that as a student receiving veteran's benefits, this withdrawal will be reported to the Veteran's Administration and may affect monies received by me or LIU based on my academic credit load.

Honors, HEOP, and Other Special Program Participants: I understand that as a student in a special program, this withdrawal may impact future program participation.

I have read, understand and agree to the above statements regarding my full or partial withdrawal from the University. Final charges or refunds due will be processed within 14 days from the date my withdrawal is submitted and approved by the University.

Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Date Received: _____ Date Processed: _____ Type: ☐ TW ☐ SW ☐ TC ☐ PW ☐ QE Drop

Request Received By: ☐ Fax ☐ Letter ☐ In-person ☐ E-mail ☐ On-line Recipient: _____

Appeal:

☐ **Approved**: ☐ Late Drop ☐ Late Withdrawal ☐ Tuition & Fee Refund ☐ Other _____ ☐ **Denied** Date: _____

INSTRUCTIONS

FORM COMPLETION

- A student may withdraw in person, by fax, or by email by submitting a signed and completed **Official Withdrawal Application** to the Office of the Registrar by the withdrawal deadline using the information below. Forms are processed upon receipt. Any forms faxed outside business hours, during weekends or holidays will be processed the following business day. Students who wish to withdraw prior to the third week of classes should complete an **Enrollment Change Form** or drop their class(es) using their MyLIU portal.
- A student may notify the Office of the Registrar of their intent to withdraw from the University via their MyLIU e-mail account. Due to FERPA regulations, the University will not respond to requests from outside email sources. In the body of the email, the student must state their intent to withdraw from a course, session, or term. Please include your Student ID number and direct contact information.
- We recommend that you seek assistance from your advisor and/or the Office of the Registrar prior to submission. If you would like additional information on how your financial aid may be affected, please contact the Office of Student Financial Services using the information below. Final charges or refunds due will be processed within 14 days from the official date of your withdrawal.
- If you wish to appeal a late drop, late withdrawal, or tuition and fee charges, please complete the **Student Appeal Form** and submit it to the Office of the Registrar using the information below.

OFFICIAL WITHDRAWAL DEADLINES

- *Complete Term/Session Withdrawals* - Students may withdraw from the University prior to the start of finals, although the effective date of withdrawal is that on which all forms are completed, signed and returned to the Office of the Registrar.
- *Summer Session Withdrawals* - Students may withdraw from the University prior to the start of finals for the session, although the effective date of withdrawal is that on which all forms are completed, signed and returned to the Office of the Registrar.
- *Winter Session Withdrawals* - Students may withdraw from the University on or before the seventh day of the session, although the effective date of withdrawal is that on which all forms are completed, signed and returned to the Office of the Registrar.
- *Course Withdrawals/Partial Withdrawals* - Students may withdraw from one or more classes through the 10th week of the term. Please refer to the Academic Calendar in the Campus Bulletin on the University website for specific dates in each term.

CONTACT INFORMATION

LIU BROOKLYN AND HUDSON CAMPUSES
1 University Plaza
Brooklyn, NY 11201

Office of the Registrar
T: (718) 488-1013
F: (718) 488-1589
Email: withdrawal@brooklyn.liu.edu

Integrated Student Financial Services
T: (718) 488-1037
Email: isfs@brooklyn.liu.edu

LIU POST, BRENTWOOD & RIVERHEAD CAMPUSES
720 Northern Boulevard
Brookville, NY 11548

Office of the Registrar
T: (516) 299-2756
F: (516) 299-2330
Email: post-registrar@liu.edu

Office of Student Financial Services
T: (516) 299-2323
Email: post-sfs@liu.edu