



# 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 withdrawals only	Late withdrawals only	Late withdrawals only
						INSTRUCTOR APPROVAL	CHAIR APPROVAL	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: <input type="checkbox"/> TW <input type="checkbox"/> SW <input type="checkbox"/> TC <input type="checkbox"/> PW <input type="checkbox"/> QE Drop
Request Received By: <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In-person <input type="checkbox"/> E-mail <input type="checkbox"/> On-line	Recipient: _____
Appeal:	
<input type="checkbox"/> <b>Approved:</b> <input type="checkbox"/> Late Drop <input type="checkbox"/> Late Withdrawal <input type="checkbox"/> Tuition & Fee Refund <input type="checkbox"/> Other _____ <input type="checkbox"/> <b>Denied</b> Date: _____	

## FORM COMPLETION

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- A student may withdraw in person, by fax, or by email by submitting a signed and completed **Official Withdrawal Application** to the Enrollment Services Office 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 Enrollment Services Office 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 Enrollment Services Office prior to submission. If you would like additional information on how your financial aid may be affected, please contact the Enrollment Services Office 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 Enrollment Services Office using the information below.

## OFFICIAL WITHDRAWAL DEADLINES

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- *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 Enrollment Services Office.
- *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 Enrollment Services Office.
- *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 Enrollment Services Office.
- *Course Withdrawals/Partial Withdrawals* - Students may withdraw from one or more classes through the 10<sup>th</sup> week of the term. Please refer to the Academic Calendar in the Campus Bulletin for specific dates in each term.

## CONTACT INFORMATION

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### LIU BROOKLYN AND HUDSON CAMPUSES

**Enrollment Services Office**

1 University Plaza, S310  
Brooklyn, NY 11201

T: (718) 488-1013

F: (718) 488-1589

Email: [brooklyn-enrollmentservices@liu.edu](mailto:brooklyn-enrollmentservices@liu.edu)

### LIU POST, BRENTWOOD & RIVERHEAD CAMPUSES

**Enrollment Services Office**

720 Northern Boulevard, Kumble Hall  
Brookville, NY 11548

T: (516) 299-2756

F: (516) 299-2721

Email: [post-enrollmentservices@liu.edu](mailto:post-enrollmentservices@liu.edu)