



PLEASE PRINT CLEARLY

APPEAL FORM FOR STUDENT WITHDRAWALS

CONSULT THE APPEALS POLICY FOR STUDENT WITHDRAWALS BEFORE SUBMITTING

Form fields for student information: LAST NAME, FIRST NAME, MI, STUDENT ID #, ADDRESS, CITY, STATE, ZIP, TERM (Fall, Winter, Spring, Summer), YEAR, CONTACT PHONE, EMAIL.

PLEASE BE SURE TO READ ALL INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM

APPEAL REQUEST: (CHECK ALL THAT APPLY)

- Checkboxes for appeal types: Late Drop, Tuition and Fee Refund, Late Withdrawal, Other.

REQUIRED DOCUMENTATION:

- Checkboxes for documentation requirements: Written Statement, Supporting Documentation.

SIGNATURES AND APPROVALS:

I attest to the fact that all data and documents submitted are factual. I understand that my appeal may be denied and that I may be liable for outstanding charges on my student account.

In accordance with the Federal Educational Rights and Privacy Act:

- Consent checkboxes: I do give consent, I do not give consent.

STUDENT SIGNATURE: _____ DATE: _____

SUBMIT COMPLETED APPEAL FORM AND ALL SUPPORTING DOCUMENTATION TO THE REGISTRAR'S OFFICE

FOR INTERNAL USE ONLY

Internal use form fields: Date Received, Date Processed, Type, Request Received By, Signature, Date, Department, Action, Term(s), Credit(s).



INSTRUCTIONS

FORM COMPLETION

- Complete the Appeal Form for Student Withdrawal form.
- Make sure you sign and date the form.
- If the appeal is for the semester currently in progress and you are still enrolled, complete and submit an Official Withdrawal Application form to the Registrar's Office. If your appeal results in any changes to your academic record on your tuition liability, those adjustments will be made following the appeal review process.
- If the appeal is for a past semester that you never officially withdrew from, an Official Withdrawal Application form must be submitted along with the Appeal Form for Student Withdrawal.
- Submit the completed appeal form and supporting statement/documentation to the Registrar's Office.
- Forms may be submitted by fax, by mail or by email.

APPEAL DEADLINE

- An appeal may be submitted within one year following the end of the semester in which the course(s) was taken. Financial Aid adjustments will not be made after July 31st of the following year in accordance with the Department of Education regulations.
- Once submitted, appeals are reviewed by the Withdrawal Appeals Committee. Appeal outcomes and decisions will be communicated in writing to the student within 10-14 business days unless additional documentation is needed.

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