



APPEAL FORM FOR STUDENT WITHDRAWALS

PLEASE CONSULT THE APPEALS POLICY FOR STUDENT WITHDRAWALS BEFORE SUBMITTING

Date: _____ Student ID: _____ Term: _____ Year: _____

First Name: _____ MI: _____ Last Name: _____

Tel 1: _____ Tel 2: _____ Email: _____

Appeal Request (choose all that apply):

- Late Drop:** Students wishing to drop one or more courses after the published deadline require proof and authorization as indicated in the Student Appeals Policy. If approved, courses and all related charges will be removed from your academic record; in addition, some or all of the student's financial aid may also be cancelled.
- Late Withdrawal:** Students wishing to withdraw from one or more courses after the published deadline requires the approval of the Academic Dean, Department, and/or Instructor(s). Late withdrawals will remain on the transcript with a grade of "W", charges will be unaffected, and a portion of financial aid received may be returned.
- Tuition and Fee Refund:** Students requesting a refund of tuition and fees (including room and board) must provide compelling evidence and receive approval from the Enrollment Services Office. If approved, any financial aid received will not be adjusted.
- Other:** (please specify) _____

Required Documentation:

- Written Statement:** Please attach to this form a written statement that clearly states your request. Be specific about the reason for your request and your desired outcome. Be sure to explain why you think your appeal request is justified. Include an explanation as to the extraordinary circumstances that led you to filing this appeal, such as problems that led to inadequate academic achievements, and changes you are making to prevent their recurrence.
- Supporting Documentation:** It is strongly recommended that appropriate supportive documentation be attached to this appeal, such as a proof of attending another institution, medical records, a divorce decree or obituary statement, and other documentation supporting the inability to follow the established University deadlines.

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. If approved, I understand that financial aid received may be adjusted, returned, or become due. I also understand that approved appeals may result in a change to my academic record.

In accordance with the Federal Educational Rights and Privacy Act:

- I do** give consent to disclose information from my educational and/or health records in consideration of this request.
- I do not** give consent to disclose information in consideration of this request.

Student Signature: _____

Date: _____

FOR INTERNAL USE ONLY						
Date Received: _____	Date Processed: _____	Type:	<input type="checkbox"/> TW	<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: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature: _____	Date: _____	Department: _____		
Action: _____	Term(s): _____	Credit(s): _____				

FORM COMPLETION

- Complete the Appeal Form for Student Withdrawal form.
- Make sure you sign and date the form.
- Complete and submit an Official Withdrawal Application form to the Enrollment Services 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.
- Forms may be submitted by fax, mail or email using your MyLIU address.

APPEAL DEADLINE

- An appeal must be submitted within 30 days following the end of the semester in which the course(s) was taken.
- Once submitted, appeals are reviewed by the Enrollment Services Office and any other relevant offices on campus that have information related to a specific appeal. Appeal outcome and decisions will be communicated in writing to the student within 10 business days unless additional documentation is required.

CONTACT INFORMATION

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

LIU POST, BRENTWOOD & RIVERHEAD CAMPUSES

Enrollment Services Office

720 Northern Boulevard, Kumble Hall
Brookville, NY 11548

T: (516) 299-2756

F: (516) 299-2330

Email: post-enrollmentservices@liu.edu