



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
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"/> Approved: <input type="checkbox"/> Late Drop <input type="checkbox"/> Late Withdrawal <input type="checkbox"/> Tuition & Fee Refund <input type="checkbox"/> Other _____ <input type="checkbox"/> Denied Date: _____					

FORM COMPLETION

- A student should withdraw from one or more courses using their MyLIU portal by the deadlines detailed below.
- Students who are unable to withdraw online must submit a signed and completed Withdrawal Application Form to the Office of Enrollment Services by the withdrawal deadline. We recommend that you seek assistance from your advisor and/or the Enrollment Services Office prior to withdrawing from any classes. 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 10 business 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

- **Withdrawal from full-semester courses**- Students may officially withdraw from one or more courses through the 10th week of the term for full-term courses during the fall and spring semesters.

Withdrawal from Summer Session courses or courses meeting for shorter sessions within the regular fall/spring semesters - Students may officially withdraw according to the schedule below:

- 12 week sessions – withdrawals permitted through the 8th week
- 10 week sessions – withdrawals permitted through the 7th week
- 7 week sessions – withdrawals permitted through the 5th week
- 6 week sessions – withdrawals permitted through the 4th week
- 5 week sessions – withdrawals permitted through the 3rd week
- 2 week sessions – withdrawals permitted through the 7th day
- 1 week sessions – withdrawals permitted through the 3rd day

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) 299-2746

Email: post-enrollmentservices@liu.edu