



Withdrawal Policy Information

This brochure is designed to help you be fully aware of the consequences of temporarily or permanently withdrawing from LIM College. However, every student's situation is different and there is no real substitution for discussing your situation with your advisor, another administrator, or the appropriate office(s).

If it is prior to the beginning of the semester, or if you never attended any class meeting in the semester from which you wish to withdraw, this is the wrong process for you to follow. You would then need to see the Office of the Registrar to complete a "Stop Out Request" form.

An official withdrawal may be granted any time after the beginning of the semester from which you wish to withdraw, but must be requested prior to the end of the published institutional withdrawal deadline for that semester.

STARTING THE WITHDRAWAL PROCESS

Withdrawal from all classes

It may become necessary for a student to interrupt or cease studies after the semester has already begun. In such cases, if it is prior to the institution's official withdrawal deadline, a student should officially withdraw. Withdrawal from all classes, whether student initiated or administratively initiated, are also considered a withdrawal from LIM College for that semester. Even if you were only enrolled in one class, withdrawal from that class would mean withdrawal from the institution.

If you are considering withdrawal from the institution, either permanently or temporarily, then it is very important to consider the following questions **before** submitting your paperwork.

❖ Have you talked to any offices and/or administrators that might be able to help?

There are a number of offices and administrators that can often come up with solutions to even the most difficult situations. If you are unsure of which office might be the best to address your problem(s), talk to your advisor first so that they can point you in the right direction. Other helpful offices include Student Life, The Office of the Registrar, Counseling and Wellness, and Student Financial Services, among others.

❖ Are you a dependent? Have you consulted your parents or guardians?

If you are a dependent (and even if you are not), your decision to withdraw will have a profound effect upon your parents and other loved ones. If your education is being sponsored by someone else, it is important that they also be aware of the ramifications your permanent or temporary withdrawal might have on the cost and length of your education. You should consider giving them a copy of this brochure so that they too can be aware of the possible outcome(s) of your decision.

❖ Are you receiving financial aid to attend LIM College (grants, loans, work study, etc)?

Before making a decision to withdraw, students should be fully aware of the financial implications. In some cases, a student may be required to return funds that have already been disbursed. In addition, students could become ineligible for financial aid for a future semester. Charges that were to be covered by financial aid would become the student's responsibility.

If you are receiving financial aid, you are highly encouraged to contact Student Financial Services:

The Townhouse 12 E 53rd Street (3rd Floor) | Phone: (212) 752-1530 ext. 389 | sfs@limcollege.edu

❖ Have you attended any classes this semester?

If you have attended any classes, even one, you will be liable for tuition and fees (see the following entry on tuition and fees). To simply stop attending class is NOT withdrawing and your liability will continue to increase up to 100% until you have officially withdrawn. Instructors at LIM College are required to take attendance and those attendance records are posted in SONIS. It is advisable that you check your attendance records and confirm their accuracy before you withdraw, as those records may be used to help determine your liability.

❖ Do you owe LIM College money for tuition or other fees?

If you have attended any classes, you will be liable for anywhere between 10% and 100% of tuition and fees, depending upon the official date of your withdrawal (please see the financial aid section in the catalog on refunds for more details). Even if you have not fully paid your tuition for the semester you may still owe the school.

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Withdrawal Policy Information

❖ *Are you living in the LIM College residence hall?*

If you have signed a housing contract with LIM College, and withdraw from the institution, you will be required to leave the dorm within five (5) days. In such a case, you will not be eligible for a refund on housing and will still be liable for the entire remaining length of the contract. Even if you have not yet fully paid for housing and leave, you will still owe LIM College for the entire semester and possibly, the following one.

If you are living in the LIM College Residence Hall, you must contact Housing and Residential Life at:
1760 Third Avenue (1st Floor) | Phone: (212) 752-1530 ext. 330 | residencelife@limcollege.edu

❖ *Are you enrolled in the LIM sponsored Gallagher Koster Student Health Insurance program?*

If you are a full-time student, unless you submitted an insurance waiver form, you were automatically enrolled in the Gallagher Koster Student Health Insurance program and were charged for the policy. If your withdrawal date is less than 31 days after the opening of the semester, you will lose coverage and the charges will be reversed. If it is after 31 days, the charge remains but you are also covered for the remainder of the term. If you wish to confirm that you are/will be covered, contact the office of Student Financial Services. For general information on the policy benefits, you should contact Gallagher Koster.

SFS - The Townhouse 12 E 53rd Street (3rd Floor) | Phone: (212) 752-1530 ext. 389 | sfs@limcollege.edu
Gallagher Koster- www.GallagherKoster.com | Phone: (877) 220-2401 | LIMStudent@gallagherkoster.com

❖ *Are you an international student with an I-20 or DS-2019?*

Unless you are changing your status to a non-student type status (eg permanent resident), you will be required to leave the country immediately, or will be considered out of status by the federal government. If you are out of the country for more than five months, you will need to reapply for a new I-20. Note that remaining in the country out of status, or returning to study without a current and valid student status is unlawful and could affect your ability to return to the United States for as long as 10 years. If you are thinking about withdrawing, you must contact Dean Charles Pryor or the Registrar Carolyn Disnew prior to submission of withdrawal paperwork:

Dean Charles Pryor – 5th Avenue Campus (7th Floor) | Phone: (646) 388-8432 | Charles.Pryor@limcollege.edu
Carolyn Disnew – 5th Avenue Campus (7th Floor) | Phone: (646) 388-8404 | Carolyn.Disnew@limcollege.edu

ISSUES TO CONSIDER

Grades

The official date of your withdrawal will be the date the official withdrawal form is returned to the Office of the Registrar. *Returning the form to any other office or administrator will delay your official withdrawal date.* If the official withdrawal date is within the first week of classes (the add/drop period), no records will appear on your transcript for the term. If the withdrawal occurs within the official withdrawal period, then grades of “W” will appear on your transcript. “W”s do not calculate into your GPA nor do you earn credits for those courses. This will most likely affect your date of graduation and could have financial ramifications. If it is after the end of the withdrawal deadline, and you notify the institution that you will not be completing the semester, you will receive grades of “WF” for all courses; **EVEN IF YOU MAY HAVE ALREADY RECEIVED A PASSING GRADE.** “WF” grades calculate as earned failing grades, or “F”s”. This will not only affect your GPA and ability to graduate on time, but will almost certainly affect your ability to remain in good standing for the upcoming semester, and the possibility of being allowed to return to LIM College.

Availability of Degree Programs and Courses

LIM College is in constant assessment of its courses and degree programs. If you plan to return to LIM College, you should be aware that certain courses required for the completion of your degree or concentration may no longer be available. It is also important to note that if you are away for more than two semesters, you will be required to follow the degree program in effect at the time of your return. This may have a serious effect upon your ability to complete your degree in the expected amount of time.

Readmission

If you wish to return to LIM College, you will be held to the readmission policy in effect at the time of your return, not the policy in effect when you left. Currently, LIM College policy states that if you are gone from the institution for more than three (3) academic years, you will be required to reapply for readmission. Please see the college catalog for more details on the current policy.



Withdrawal Policy Information

SUBMITTING THE FORM

Withdrawal forms can be obtained from the Office of the Registrar, either in person, requested by emailing registrar@limcollege.edu, or by writing to LIM College, Office of the Registrar | 545 5th Avenue | New York, NY 10017. If you request a form by phone, it will be mailed to the address we have on file, or sent as an email attachment to your LIM email address only. The returned form must be signed by you, we cannot accept a form completed or signed by a parent or guardian unless proof of your inability to complete the form is supplied along with the form.

The completed form must be returned to the Office of the Registrar either in person, by fax, post, or emailed scan (see contact information on the form). **THE OFFICIAL DATE OF YOUR WITHDRAWAL WILL BE THE DATE THE FORM IS RECEIVED BY THE OFFICE OF THE REGISTRAR.** Returning the form to any other office or administrator will delay the official date of your withdrawal, which could increase your tuition liability.

WHAT HAPPENS NEXT?

Within two (2) working days of receipt of the form, the Office of the Registrar will send an email to the non-LIM College email address you provided confirming your withdrawal details including your official date of withdrawal.

WHAT HAPPENS WHEN I WANT TO RETURN?

Check the LIM College Catalog for the readmission policy in effect at the time you wish to return. Once you have decided to return, contact the Office of Advising (or the Office of Admissions) as soon as possible to start the process and insure that you can be reinstated in time to get the best choice of classes and financial aid.

WHAT HAPPENS IF I AM TRANSFERRING?

If you are transferring to another institution and need a Letter of Good Standing or other official form to be signed by the Dean or some other college official, please contact the Assistant Dean of Student Academic Affairs, Dr. Patricia Fitzmaurice, at Patricia.Fitzmaurice@limcollege.edu. If you need a transcript, unofficial transcripts will not be available once the withdrawal is posted. You may however request an official transcript from the Office of the Registrar. You can download the form from www.limcollege.edu/Transcript_Request_Form.pdf, or you may contact the office at the information below.

LIM College
Office of the Registrar
545 Fifth Avenue, 7th Floor
New York, NY 10017
Telephone: (646) 388-8405
Fax: (212) 750-3475
Email: registrar@limcollege.edu