



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 should then 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 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 and individuals include Student Life, The Office of the Registrar, Counseling and Wellness, Student Financial Services, and Assistant Dean of Student Academic Affairs, Dr. Patricia Fitzmaurice 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 must 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 online catalog at <http://catalog.limcollege.acalog.com> refunds for more details). Even if you have not fully paid your tuition for the semester you may still owe the College.

If you owe LIM College money for tuition or other fees, you must contact Student Financial Services:

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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 are unsure 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 | CDisnew@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 (see the Academic Calendar for the exact dates), then grades of “W” will appear on your transcript for any and all courses not already graded an “FA” (Failure due to Absences). “W’s” do not calculate into your GPA nor do you earn credits for those courses while “FA” grades calculate the same as regular “F”s. This will not only affect your GPA, but could have serious financial ramifications. It could also 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 located online at <http://catalog.limcollege.acalog.com> for more details on the current policy.



LIM COLLEGE

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, located online at <http://catalog.limcollege.acalog.com> for the readmission policy in effect at the time you wish to return. Once you have decided to return, contact the Office of the Registrar (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



Registrar's Office | 545 Fifth Avenue, 7th fl. New York, NY 10017 | Phone: 212.752.1530 ext. 404 | Fax: 212.750.3475 | registrar@limcollege.edu

Withdrawal or Leave of Absence from LIM College Request Form

Instructions: If you have made the decision **not to return to LIM College during the semester/term and have attended classes** please complete this Withdrawal/Leave of Absence form. Review the policy and procedure information on this form. You can also review the "What it Means to Withdraw" brochure, which can be found in the Registrar's Office and online. As a member of the LIM College student community, it is your responsibility to be familiar with this information. Fill out the form (PLEASE PRINT), sign and date the form. Once completed, submit this form to the Registrar's Office. Withdrawal and Leave of Absence forms are not effective/complete until received by the Registrar's Office.

LIM College Policy & Procedure Information

Please review the LIM College policy and procedure information below. By signing and submitting this form you acknowledge that you have reviewed and taken the appropriate steps to resolve any outstanding balances and matters with the offices below. In addition, it is highly advised that you review the "What it Means to Withdraw" brochure available on the website and from the Office of the Registrar as it contains important details on matters that may significantly affect you.

****KEEP THIS PAGE FOR YOUR RECORDS****

Housing

If you are currently in LIM College housing, notify the Office of Housing & Residential Life to inform them that you will be leaving the residence within five (5) days. Please also review your housing contract, which includes information on your financial responsibilities and obligations to the Office of Housing & Residential Life and on the refund policy. If you have any questions, it is imperative that you discuss them with that office.

Contact the Office of Housing & Residential Life at:

1760 Third Avenue (1st floor) | Phone: (212) 752-1530 | residencelife@limcollege.edu

Grades and Pre-Registration

If it is prior to the end of the course withdrawal period, you will receive the grade of "W" for all courses except those already graded "FA" (Failure due to Absences). If you have indicated that you will not be returning for the upcoming semester/term, and you are currently pre-registered for courses in that semester/term, you will be automatically removed from those courses, upon submission of this Withdrawal/Leave of Absence form.

Financial Aid/Tuition Liability

Please be sure you have arranged for an exit interview and are financially cleared with the Office of Student Financial Services prior to withdrawing from the institution or taking a leave of absence. Note you must have no outstanding financial liabilities to LIM College prior to returning or applying for re-admission to LIM College.

Contact Student Financial Services at:

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

International Students

If you have been granted an I-20 or DS-2019 by LIM College and have not been authorized for a reduced course load or are not returning for the upcoming semester/term, you must either leave the country immediately, transfer to another SEVP approved institution, or obtain a change of non-immigrant status. If you plan to return to LIM College and are out of the country for more than five months, you will need to reapply for a new I-20 or DS-2019. 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.

Contact the Office of International Students at:

Dean Charles Pryor | 545 Fifth Avenue (7th floor) | Phone: (646) 388-8432 | Charles.Pryor@limcollege.edu

Carolyn Disnew | 545 Fifth Avenue (7th floor) | Phone: (646) 388-8404 | CDisnew@limcollege.edu

Returning/Re-Admission to LIM College

If you are planning to return to LIM College, please review the Re-Admission policy for the semester/term in which you wish to return. The undergraduate policy can be located online in the LIM College undergraduate catalog located at <http://catalog.limcollege.acalog.com> in the LIM College Policy section. Note that you may be required to Re-apply for admission and/or follow any new curriculum in effect at the time of your return to LIM College.

Upon review/acknowledgement of the above policies and procedures, please complete the information on the other side of this form, sign and submit to the Registrar's Office.



Registrar's Office | 545 Fifth Avenue, 7th fl. New York, NY 10017 | Phone: 212.752.1530 ext. 404 | Fax: 212.750.3475 | registrar@limcollege.edu

Withdrawal or Leave of Absence from LIM College Request Form

Name _____ Student ID # _____
Last First Middle

Telephone Number _____
Home Phone-including area code Cell Phone-including area code

Permanent Address _____
Number & Street City State Zip Code

Local Address _____
Number & Street City State Zip Code

Non-LIM College e-mail address _____
(i.e. yahoo, hotmail, gmail, aol, etc. e-mail address)

Current Semester or Term

Semester Fall Spring Summer I Summer II Year 20
Term Term 1 Term 2 Term 3 Term 4 Year 20

Student Division

Undergraduate Graduate/MBA Continuing Education (ACCESS, FLEX, Non-Matriculated or Certificate)

Select ONE of the following

<input type="checkbox"/> Leave of Absence I DO plan to return to LIM College as of _____ (Semester/Term & Year). I understand that if I take a leave of absence after the end of the drop period, but before the end of the withdrawal period, I will receive withdrawal grades (W's) for my courses (except those already graded "FA").	<input type="checkbox"/> Withdrawal I DO NOT intend to return to LIM College. I understand that if I withdraw from LIM College after the end of the drop period, but before the end of the withdrawal period, I will receive withdrawal grades (W's) for my courses (except those already graded "FA").
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International/Veteran Status

I am an international student/I have been issued a student visa (I-20 or DS-2019) by LIM College.
 I am receiving veterans benefits

Reason for Withdrawal/Leave of Absence

Please indicate the primary reason(s) for your Withdrawal/Leave of Absence. This information is very important to us.

I have reviewed the housing, registration, financial aid/tuition liability and re-admission policies & procedures outlined on this form. I am aware of my financial responsibilities to LIM College and have made the appropriate arrangements to resolve those matters with the appropriate offices.

Student Signature _____ Date _____

Advising Signature (Only for Graduate/MBA & Continuing Education Students)*

Academic Advisor _____ Date _____
(Required only for Graduate/MBA & Continuing Education Students)

Office Use Only
 Copy of both sides/pages of this form given to student
Initiated Date _____ Last Date of Attendance _____ Effective Date _____ Posted Date _____
Adjudicated Effective Date _____ Date Received by Registrar _____ Registrar Initials _____