



## What it Means to Withdraw

This brochure/form 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/term*, 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 email the Office of the Registrar to complete a "Stop-Out Request" form instead ([Registrar@limcollege.edu](mailto:Registrar@limcollege.edu)).

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 (See [LIM College Academic Calendar](#)).

### 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 the Associate Dean of 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 could become the student's responsibility.

If you are receiving financial aid, you must contact Student Financial Services:

The Townhouse 12 E 53<sup>rd</sup> Street (3<sup>rd</sup> Floor) | Phone: (212) 752-1530 ext. 389 | [sfs@limcollege.edu](mailto: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. 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://www.limcollege.edu/admissions/tuition-costs> 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:

The Townhouse 12 E 53<sup>rd</sup> Street (3<sup>rd</sup> Floor) | Phone: (212) 752-1530 ext. 389 | [sfs@limcollege.edu](mailto:sfs@limcollege.edu)

## What it Means to Withdraw (continued)

---

### ❖ **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 (1<sup>st</sup> Floor) | Phone: (212) 752-1530 ext. 330 | [residencelife@limcollege.edu](mailto: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 53<sup>rd</sup> Street (3<sup>rd</sup> Floor) | Phone: (212) 752-1530 ext. 389 | [sfs@limcollege.edu](mailto:sfs@limcollege.edu)

Gallagher Koster- [www.GallagherKoster.com](http://www.GallagherKoster.com) | Phone: (877) 220-2401 | [LIMStudent@gallagherkoster.com](mailto: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 (e.g. permanent resident), you will be required to leave the country immediately, or will be considered out of status by the federal U.S. 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 the office of International Student Services (ISS) prior to submission of withdrawal paperwork:

International Student Services - 5<sup>th</sup> Avenue Campus (7<sup>th</sup> Floor) | Phone: (646) 388-8440 | [ISS@limcollege.edu](mailto:ISS@limcollege.edu)

## ISSUES TO CONSIDER

### **Grades**

The official date of your withdrawal will be the date this official withdrawal form is signed by the student. *Returning the form to any other office or administrator will not be accepted.* 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 a grade 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://limcollege.catalog.acalog.com/> for more details on the current policy.

## What it Means to Withdraw (continued)

---

### SUBMITTING THE FORM

Withdrawal forms are electronic forms and can only be obtained from the Office of the Registrar by emailing [registrar@limcollege.edu](mailto:registrar@limcollege.edu) from your LIM College email account. Forms cannot be requested nor submitted by a parent or guardian unless proof of your inability to complete the form is supplied along with the form.

The form must be returned electronically as directed. ***THE OFFICIAL DATE OF YOUR WITHDRAWAL WILL BE THE DATE THIS FORM IS RECEIVED BY THE OFFICE OF THE REGISTRAR.*** Returning the form to any other office or administrator will not be accepted and 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://limcollege.catalog.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 ensure 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 need a transcript, unofficial transcripts **will not** be available once the withdrawal is posted. It is therefore advisable that you print a copy from your Sonis account prior to submitting this form. However you may request an official transcript at any time from the Office of the Registrar following the steps below.

#### **LIM College Online Transcript Request Service (through Parchment).**

In order to request a transcript, please go to the address listed below. Once you access the portal, you will be able to sign up and request your transcript. Please note that transcripts are processed only during our normal business hours and that they could take up to 3 business days for processing. **For information about school holidays and closures, please refer to our academic calendar at the address below.**

<http://www.limcollege.edu/academics/calendars>

We are currently offering the following types of transcripts.

- eTranscripts – Delivered electronically to a third party or yourself by email as a secured PDF file.
- Paper transcripts – An official copy of your transcript that is sent by mail (multiple mailing options are available for additional fees).
- Pick up - Official paper transcript available at our office for pick up (545 5th Avenue, 7th Floor, New York, NY 10017). Once completed, you will be notified when your transcript is ready for pick up. Note that you will need to bring a government issued photo ID in order to pick up the transcript.

LIM College Online Transcript Request Service portal web address:

[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=zgHj5WmwhXECqD90](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=zgHj5WmwhXECqD90)

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