

GLOBAL COLLEGE of LONG ISLAND UNIVERSITY

9 Hanover Place, 4th Floor, Brooklyn, NY 11201

Phone: 718-488-3409 • Fax: 718-780-4325

APPLICATION FOR WITHDRAWAL

PART 1: STUDENT INFORMATION

STUDENT ID# _____

DATE _____

FIRST NAME _____

LAST NAME _____

ADDRESS: NUMBER & STREET NAME _____

APT # _____

CITY _____

STATE _____

ZIP _____

PHONE # _____

EMAIL ADDRESS _____

SEMESTER LAST ATTENDED _____

CENTER _____

GLOBAL COLLEGE ADVISOR _____

PART 2: REQUEST FOR WITHDRAWAL OR LEAVE OF ABSENCE

CHECK ONE:

Withdrawal from Global College of Long Island University

OR

Leave of Absence from Global College of Long Island University

- Have you been granted any prior leaves of absence? YES NO

- Semester expected to return to the university FALL _____ SPRING _____

CHECK ONE:

Specify the reason for your request for a withdrawal or leave of absence:

ACADEMIC PERSONAL MEDICAL FINANCIAL TRANSFER JOB OTHER _____

PART 3: DISCLOSURE OF CONSEQUENCES

- Student Loans become repayable six months after a student's last semester.
- Students who return from a leave of absence longer than one semester are required to satisfy the academic regulations of the most recent Global College policy handbook.
- Student will be required to apply for re-admission under the following conditions: failure to return to Global College after one year approved LOA; extending the LOA without approval of Global College
- Financial Liability for withdrawn registrations occur on the university's schedule
- Your international insurance policy will no longer apply
- Any Incomplete marks (INC) turn into Failures (F) after one semester
- Courses taken at other colleges or universities during a leave of absence are not guaranteed to transfer back towards your degree unless pre-approved by the Dean's Office. Contact Joann Halpern, Global Academic Director for more information: joann.halpern@liu.edu

PART 4: DISCLOSURE OF WITHDRAWAL/ LEAVE OF ABSENCE PROCEDURE

1. You must sign and submit this form by faxing it to Global College at 718-780-4325.
2. Complete an exit survey (if withdrawing completely).

PART 5: STUDENT SIGNATURE AND DATE

STUDENT SIGNATURE _____

DATE _____