



1. You must email this form to [fit\\_registrar@fitnyc.edu](mailto:fit_registrar@fitnyc.edu) for an official withdrawal to take place.
2. The date on which the withdrawal application is received by the Registrar's Office is considered the official date of your withdrawal.

Student Name

*Last*

*First*

*MI*

Student ID Number:

Major:

Permanent Address:

City

State

Zip Code

Telephone Number:

Date of birth:

## Withdrawal Information

**You must complete a separate Course Withdrawal Form for each class in which you are registered, and submit them along with this College Withdrawal form (Go to: [fitnyc.edu/documents/registrar/course-withdrawal.pdf](http://fitnyc.edu/documents/registrar/course-withdrawal.pdf))**

**Please write in the semester and year from which you wish to withdraw:**

Reason for Withdrawal:

## Terms and Conditions

- Withdrawing may result in partial or full tuition and fees liability and/or a reduction or cancellation of your financial aid such as Excelsior, PELL, TAP, Stafford Loans, etc. It is recommended you consult with a Financial Aid officer prior to withdrawing to learn how your enrollment affects your awards.
- College Withdrawals and Course Withdrawals will not be accepted after semester withdrawal deadlines. For specific dates, please visit <http://www.fitnyc.edu/registrar/academic-calendar/>.
- You must satisfy any college related finances before leaving the college. If you have any outstanding balances at the end of any semester, a hold will be placed on your account. Holds will prevent you from registering for future classes, sending/receiving transcripts, or other services from the college.
- Not attending class or stopping payment on a check is not considered an official withdrawal from the college and you will be responsible for all tuition liabilities.
- There will be a late payment fee of 1.5% assessed per month on all outstanding balances. Outstanding debts may be referred to a licensed collection agency and all collections fees may be added to the outstanding balance. If legal action becomes necessary, litigation and all court costs will be your responsibility to pay.
- International Students here on a Student Visa must visit the Office of International Student Services, Business & Liberal Arts Center, Room B103 before leaving the college.
- If applicable, contact the Residential Life Office (<http://www.fitnyc.edu/residential-life/policies/withdrawal-and-refund/>).
- Students receiving Direct Loans or any type of financial aid, should contact the Financial Aid Office in Dubinsky Center Room A212a. See <http://www.fitnyc.edu/financial-aid/withdrawals.php>.
- Educational Opportunity Program (EOP) students must visit the EOP office in Dubinsky Center, Room A470 to fill out an exit survey before leaving the college.
- Late registration and program change fees may be assessed if you want to re-enroll. You are not guaranteed class availability if you need to re-register for courses.
- To check refund eligibility, please visit <http://www.fitnyc.edu/bursar/refund-dates.php>.
- If you wish to return to matriculated college status, visit <http://www.fitnyc.edu/admissions/apply/former-students.php>.

By signing this form you are authorizing the Registrar's Office to withdraw you from the semester listed above and relinquish your matriculated status. You further agree that you have read and accept to be bound by the terms and conditions listed above.

**Student Signature**

**Date**

*This form will be received by the [fit\\_registrar@fitnyc.edu](mailto:fit_registrar@fitnyc.edu). You will receive an email verifying withdrawal once we've processed your request.*

*Official date of withdrawal will be the date that the email request was received .*