



# REQUEST FOR WITHDRAWAL

Office of the Registrar

Students may withdraw by submitting a written request using this form to the Office of the Registrar. The student is withdrawn from full-time or part-time status and all courses based on the withdrawal date on the form and tuition and fees are adjusted, if appropriate, in accordance with the established policies of the New York Academy of Art (the Academy). Polices can be found in the student handbook and on the Academy's website.

## STUDENT INFORMATION

Request date \_\_\_\_\_ Withdrawal begins \_\_\_\_\_  
Term/Year

Student Name \_\_\_\_\_  
Last, First, Middle

Student ID No. \_\_\_\_\_ Program \_\_\_\_\_ Email \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State or Country, Zip Code

Reason for withdrawal \_\_\_\_\_

- Did you complete registration for the semester in which you are requesting a leave?  Yes  NO
- Do you receive Financial Aid?  Yes  NO
- Are you an international student? \*  Yes  NO
- Do you receive tuition benefits from the VA? \*\*  Yes  NO

I understand that if I withdraw after the first day of the semester I am responsible for all or part of my semester bill, regardless of the reason for the withdrawal. Further, I understand that I may lose all or part of my Financial Aid for the term. I have reviewed the Academy's tuition refund policy and accept the terms of my withdrawal.

\_\_\_\_\_  
Signature of Student or Authorized Representative Date

\_\_\_\_\_  
Registrar/VA Coordinator Date

\_\_\_\_\_  
Financial Aid Date

\_\_\_\_\_  
PDSO Date

Official Authorized Date of Withdrawal \_\_\_\_\_  
Date Registrar's Initials

\*Approval is required from the Principal Designated School Official (PDSO).  
\*\* Approval is required from the VA Coordinator

## **INSTRUCTIONS**

Students must obtain all required signatures on the application form and return it to the Office of the Registrar for processing. Students who withdraw after the first day of the semester are responsible for all or part of their semester bill, regardless of the reason for the withdrawal. Students may lose all or part of their Financial Aid for the term. The Academy's Tuition Refund Policy is posted on the institution's website as well as the Student Handbook.

## **MEDICAL WITHDRAWAL**

If you are withdrawing for a medical condition, you must provide appropriate documentation from an attending health care professional to the Director of Student Affairs. This documentation should include:

- Diagnosis of the problem
- Prognosis of treatment and recovery
- Any limitations on employment or class participation

You are required to obtain a recommendation for return from your health care provider and authorize the release of any relevant information necessary to assist your readiness to return.

## **FINANCIAL AID**

All financial aid deadlines must be met for the semester that you plan to return to the Academy. If you withdraw you may be required to immediately repay financial aid. If your withdrawal is granted after the first day of the semester, you are responsible for the percentage of the tuition and all fees based on the date of withdrawal. If you are receiving any Financial Aid, you may be required to repay the financial aid that you received during the semester that you decide to leave the Academy. If you owe money to the Academy, no transcripts will be released. You must meet with the Registrar for an exit interview after completing this form. You must meet with the Director of Financial Aid to see what you may need to repay. A withdrawal does not exempt you from student loan repayment.

## **INTERNATIONAL STUDENTS**

If you are an international student holding an F1 or J1 visa, a withdrawal will affect your visa status. You must contact the Academy's Principal Designated School Official (PDSO) to review your status and requirements pertaining to your matriculation while on a leave of absence.