



## ~ Withdrawal From College Form ~

- Withdrawal Leave for One Semester Off (WL)**
- Withdraw Officially from College (WD)**
- Cancellation 1<sup>st</sup> Semester (New/Readmitted Only) (CA)**  
(New /Readmitted students must contact Admissions to defer for one term.)

### Office of the Registrar

T: 516.323.4300  
F: 516.323.4315

1000 Hempstead Ave., PO Box 5002  
Rockville Centre, NY 11571-5002

Submit this form to the Registrar's Office. Faxes are not accepted if the form is not completed and signed.

### To Be Completed by Student (Required):

Name: \_\_\_\_\_ ID# \_\_\_\_\_  
 Address: \_\_\_\_\_  Undergraduate Student  Graduate Student  Doctoral  
 \_\_\_\_\_ Major(s): \_\_\_\_\_  Non-Degree  
 Cell Phone #: \_\_\_\_\_ Advisor Name(s): \_\_\_\_\_

Currently Participate In:  STAP (HEOP/AMS) Participant  TRIO Participant  Athletics/Sports Team

Request to Withdraw:  Summer  Fall  Winter  Spring

Student Will Return From Withdrawal Leave One Semester Off:  Summer  Fall  Winter  Spring

I am withdrawing from Molloy College. I understand that withdrawing from the college may affect my grades and timely progression to complete my program of study. Student Financial Services and the Financial Aid Office will review my financial liability based upon the Refund Schedule in the Molloy College Catalog and Molloy publications. the Financial Aid Office will review my financial liability. Federal Title IV funds must be returned based upon a percentage of the number of days of attendance. Qualifying for future aid, loan deferrals and repayment consequences may occur. The six month grace period for deferring loans begins from Last Date Attended. Students who received loans are required to do the "Exit Counseling" online.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reasons For Withdrawing To Be Completed by Student (Required):

- Transfer to Another School: \_\_\_\_\_  Academic Issues: \_\_\_\_\_
- Financial Reasons (Cost, Aid): \_\_\_\_\_  Facilities: \_\_\_\_\_
- Personal (Family, work, medical): \_\_\_\_\_  Other Reasons: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

### To Be Completed by Registrar:

Last Date Student Attended Classes/Effective Exit Date for Date of Withdrawal: \_\_\_\_\_

No Longer Registered:  Summer  Fall  Winter  Spring Attendance Notes: \_\_\_\_\_

Registrar Approval Signature: \_\_\_\_\_ Determination Approval Date: \_\_\_\_\_

NOTE TO STAFF: Financial aid calculations use the Last Date Student Attended Classes for Title IV. Degree History Exit Date is posted as the Last Date Student Attended Classes. The Determination Approval Date is used for timely return of Title IV Funds and mandated refunds.

Registrar copies:  Bursar  Financial Aid  Associate Dean for Academic Services  Advisor  Program Director/Chair  Student

### To Be Completed by Associate Dean for Academic Services For Re-Entry of Withdrawal Leaves:

Approval to Return: Yes  Provisional Approval  No  Comments: \_\_\_\_\_

Associate Dean for Academic Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Services Copies:  Registrar  Financial Aid  Program Director/Chair  Student

## Instructions:

All students must notify Molloy College if they are not continuing their studies.

### Continuing matriculated degree students may:

- Take a **Withdrawal Leave for One Semester Off**. The Associate Dean for Academic Services will determine approval to re-enter student's current program.
- Request a **Withdraw Officially** status from the college. Students take this option if they will be off for more than one semester or if they will not be returning to Molloy College.
- Tuition deposits are non-refundable.

### Newly admitted or readmitted students must:

- Notify Molloy College if not attending Molloy with a **Cancellation** of acceptance.
- Drop any course registrations by the appropriate deadlines as stated in the Academic Calendar.
- Contact Admissions to find out about eligibility to defer acceptance until the following semester. (Students who cancel may not assume they can be accepted at a later date.)
- The Confirmation Deposit is non-refundable.

### Non-degree students must:

- Sign the Withdrawal From College Form, indicate Non-Degree, and check cancellation.

### Procedures to Drop/Withdraw From Courses:

- **Students registered for courses must drop or withdraw from all courses** with the **"Add/Drop Withdrawal Form"** at the Registrar's Office with the appropriate approval signatures.
  - Courses may be dropped before the term begins or during the first week of classes (Fall/Spring).
  - After the Add/Drop Period ends, withdrawal from courses requires the signature of each instructor indicating the **last date of attendance**, as well as the approval signatures of student's advisor and Financial Aid. A grade of "W" or "WF" will be assigned for Withdrawn courses. (Refer to the Academic Calendar for deadlines.)
- **Students who are not registered for courses** and who have decided not to return to the Fall or Spring semester **must submit the Withdrawal From College Form**.

### Procedures to Withdraw From College for All Students:

- Complete the **Withdrawal From College Form** after all courses are dropped/withdrawn.
- **Liability and refund policies** may be found in the Molloy College Catalog and Registration Guides.
- Sign the **Financial Aid Withdrawal Consequences Form**, whether the student receives aid or not.
- Do the **"Exit Counseling"** online at [www.mappingyourfuture.com](http://www.mappingyourfuture.com) for students who received loans.

### Additional Contacts and Assistance:

- Molloy College Helpful Key Contacts for Students Withdrawing From College
- Molloy College Advising List of Dean, Associate Deans and Chairpersons

### Procedures to Return to Molloy:

- **Students who are on One Semester Withdrawal Leave** will:
  - Receive notice **Re-Entry Approval** from the Associate Dean for Academic Services.
- **Students who are Withdrawn Officially** must:
  - Be accepted by Admissions for **Re-Admit Status** before they can register again. (See current Molloy College catalog for Admissions information.)

### Extenuating Circumstances Information:

- Students with extraordinary life circumstances causing the need to drop or withdraw from school must notify Molloy College as soon as possible. Support staff at the college will provide assistance with the Withdrawal From College process. Documentation for an extenuating circumstance may need to be submitted to determine the best handling of a student's case. Contact the Registrar's Office, Office of Enrollment Management or Associate Dean for Academic Services for guidance.



## WITHDRAWAL CONSEQUENCES REGARDING YOUR FINANCIAL AID

- If you are receiving federal financial aid and are withdrawing or taking a leave for one semester, your aid will be prorated based on your last date of attendance. If your aid changes, you will receive a revised award letter and a revised bill. (See Molloy College Catalog – Bursar Section.)
- If you are receiving federal aid, it may be affected for the following semester due to Federal Academic Progress Requirements. (See below.)
- If you are receiving state aid (Tuition Assistance Program –TAP), it may be affected the following semester due to State Academic Progress Requirements.(See below.)
- If you have received or are receiving federal student loans, your Grace Period (6 months for most loans) will begin with the last day of attendance when you withdraw. As an example, if you are out of school for 3 months your Grace Period will be reduced by 3 months.

If you are withdrawing officially from the College and have taken student loans, you must complete an **Exit Counseling** at this web site: [www.mappingyourfuture.org](http://www.mappingyourfuture.org)

If you are having **financial difficulty** and need to speak to a Financial Aid Counselor, please do not hesitate to make an appointment with one of them.

I have read and understand the above consequences of my withdrawal from Molloy College.

**Print Student's Name** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### STATE FINANCIAL AID PROGRESS REQUIREMENTS:

Satisfactory Academic Progress: The following chart lists the minimum standards of satisfactory progress **that a student must maintain to continue their TAP eligibility for each subsequent semester:**

Before being certified for this payment:										
1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	
Student must have accrued at least this many credits:										
0	6	15	27	39	51	66	81	96	111	
With at least this Grade point average:										
0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0

### FEDERAL FINANCIAL AID PROGRESS REQUIREMENTS:

The following chart shows the minimum standards required for a full-time student in order to maintain eligibility for federal financial aid:

At the end of this academic year:					
1	2	3	4	5	6
Students must have a cumulative minimum GPA of:					
1.8	2.0	2.0	2.0	2.0	2.0