

# REQUEST FOR WITHDRAWAL

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Touro Law Center ID#: \_\_\_\_\_ Division: Year: 1 2 3 4 F/T – P/T LL.M.

Address: \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting a withdrawal from the Law Center effective: (Date) \_\_\_\_\_

Reason For  
Withdrawal: \_\_\_\_\_

If the reason for withdrawal is for transfer purposes, to which school are you transferring? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A withdrawal request may affect your refund, financial aid, scholarship, and registration status. *Registration fees are non-refundable and liability for tuition is determined by receipt date of withdrawal form.* Before your request can be acted upon, you must review your request with, and obtain the written approval from, the Bursar (Room 303), the Financial Aid Office (Room 303), the Assistant Dean for Budget & Planning (Room 402), the Library (Circulation Desk), the Registrar (Room 305) and Career Services Office (Room 306).

<u>Office</u>	<u>Date</u>	<u>Signature</u>
Bursar (Rm. 303)	_____	_____
Financial Aid (Rm. 303)	_____	_____
Registrar (Rm. 305)	_____	_____
Ass't. Dean for Budget & Planning (Rm. 402)	_____	_____
Library (Circulation Desk)	_____	_____
Career Services (Rm. 306)	_____	_____


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

When you have reviewed your request with the offices listed above, you must meet with the Assistant Dean for Academic Advisement or Student Services (Room 302, x 7050). **PLEASE NOTE: REFUNDS, IF APPLICABLE, MAY TAKE SEVERAL WEEKS TO PROCESS**

ACTION BY ASSISTANT DEAN FOR ACADEMIC ADVISEMENT OR STUDENT SERVICES: APPROVED DISAPPROVED

ID Card Returned: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Tuition Liability: \_\_\_\_\_

 **Withdrawal is not effective until the original of this form, properly completed, is delivered to the Registrar's Office and processed. You will receive written confirmation when the withdrawal is entered into your academic record.**

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ACTION BY REGISTRAR'S OFFICE: Request Processed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Notified By: \_\_\_\_\_ Date: \_\_\_\_\_