WITHDRAWAL POLICY

There are two types of withdrawal, official and unofficial.

Official Withdrawal
Official withdrawal refers to a student’s intent to completely terminate studies at the New York Methodist Hospital Center for Allied Health Education and they notify the Center.

In order to withdraw from a program the student must fill out the New York Methodist Hospital Center for Allied Health Education Withdrawal Form within one week from notification, which can be obtained from the administrative office. Students who don’t submit the Withdrawal Form within one week from notification will be considered an unofficial withdrawal (see below).

A student’s withdrawal date is the earlier of the following two; either the notification of their intent to withdraw or the completion of the Withdrawal Form.

Students who withdraw from courses or their program will receive a grade of “W” (Withdrawn) on their transcript. There will be no grade associated with an official withdrawal in calculating the quantitative aspect of the Satisfactory Academic Progress though it may affect the student’s future eligibility for Financial Aid.

Unofficial Withdrawal
An unofficial withdrawal is one where the program has not received notice from the student that the student has ceased or will cease attending their program or a student has notified the program of their intent to withdraw but does not complete the Withdrawal Form. An unofficial withdrawal will automatically result in the student being terminated from their program.

A student’s last date of attendance is the last day the program has documented that the student was either in class or at a clinical rotation.

Students who unofficially withdraw from their program will receive a grade of “FW” (Failure due to unofficial withdrawal) on their transcript. The grade is considered an “F” grade in calculating the quantitative aspect of Satisfactory Academic Progress and may affect the student’s future eligibility for Financial Aid.

When a student is considered withdrawn a refund calculation will be done as per the refund policy. The student will be responsible for any tuition balance due based on the calculation. If a refund is due the refund will be made to the appropriate source. The last day of the student’s physical attendance will be used when calculating a refund.

Students, who subsequently decide to return to their studies, can re-apply by following the Readmission Policy as published in the Institutional Catalog. At that time, a student can also apply for Advanced Standing. The process can be found in the Advanced Standing Policy as published in the Institutional Catalog.