EXIT GUIDELINES

PARSONS THE NEW SCHOOL FOR DESIGN - Office of Advising

2 West 13th Street, 5th Floor, Room 506, New York, NY 10011

PHONE 212-229-5855 FAX 212-229-1091 EMAIL WilliaT@newschool.edu

Students who are interested in temporarily interrupting their studies may wish to consider an exit from school – leave of absence, withdrawal, or request for reconsideration. Students should discuss these options with an advisor prior to making a final decision. A leave of absence is granted for one or two semesters depending on the degree program in which the student is enrolled. Exits will only be granted without academic penalty before the end of the seventh week of classes. Students who wish to exceed one year of absence must apply for Readmission to the Parsons Office of Admissions. Students who decide to withdraw and do not plan to return to Parsons follow the same procedures as students taking a leave.

INSTRUCTIONS

- 1. To initiate an exit, meet with your academic advisor.
- 2. Complete the Student section of exit form, obtain signatures and review the information links provided in Section B. **DO NOT DROP CLASSES INDEPENDENTLY.**
- 3. Return the completed exit form to your academic advisor or to the Parsons Office of Advising within three business days.

IMPORTANT

- <u>Student Financial Services</u> Students who receive Financial Aid should review important information at the following link regarding the impact of an Exit on Financial Aid eligibility. http://www.newschool.edu/forms/sfs_withdrawal_leave.pdf
- <u>Health Insurance</u>: Review Information for Exiting Students Enrolled in the Student Health Insurance Plan and contact Student Health Services at 212-229-1671, option 3 with any questions.
- If exiting for health reasons, contact the Director of Student Support and Crisis Management, The New School. (212-229-5900; 79 Fifth Avenue, 5th floor, New York, NY 10003.)
- International Students: Students must communicate with International Student Services (ISS). International Students should also review information at the following link regarding the impact of an Exit on their status.
 http://www.newschool.edu/studentservices/international/cs_withdrawal.aspx
- <u>First Semester Students</u>: Students who withdraw in the first semester and wish to return at a later date must submit a request to defer. The Office of Admissions determines a student's eligibility for a semester other than the one originally accepted.
- <u>Academic Status</u>: All dismissal statuses supersede any Exit, unless an appeal is submitted and accepted. Academic Warning or Probation statuses prior to the leave will remain with re-entry.
 BA/BFA Program: Students in the BA/BFA program must also meet with your Lang advisor.
 - Affiliate Schools: Altos de Chavon, KIDI and SADI students must notify those offices when considering a leave.

APPEAL PROCESS

If you wish to appeal your tuition refund or to receive grades of W (no academic penalty), please submit a written appeal with the proper supporting documentation to:

William Kimmel, University Registrar, The New School, 79 Fifth Avenue, 5th floor, New York, NY 10003

Appeals must be received within two weeks of the submission date of the completed Exit form. The Registrar reviews all appeals with the Exit Appeals Committee and informs students by letter of the Committee's decision. Questions regarding the status of an appeal should be addressed to the Registrar.

- <u>Student</u>: Submit a written appeal regarding the specific nature of the situation, the impact on your ability to remain enrolled in school, and the specific request (i.e. grades of W, refund, etc).
- <u>Medical emergency</u>: Documentation from a qualified clinician is required stating the nature of the problem, onset, proposed treatment and prognosis, and the impact on the student's ability to remain enrolled in school. Submit on official letterhead. A hold preventing your registration may be placed on your MyNewSchool account.
- Non-medical emergency: Relevant substantiating documentation must accompany appeal.

REFUND POLICY

Students will receive percentages of tuition refunds based on the last date of attendance in accordance with the Refund Schedule 02/23/10

When Exiting	Percentage of tuition refunded
Before classes begin	100%
Through the 1st week of class	90%
Through the 2 nd week of class	80%
Through the 3 rd week of class	70%
Through the 4th week of class	60%
AFTER THE 4 TH WEEK OF	NO REFUND
CLASS	

Refund calculations will be applied to the reduction in credits that occurs after a course is dropped, rather than to the difference in tuition. This has no effect on tuition charged per credit only, but it does affect tuition charged using a flat rate. Full-time students charged a flat-rate tuition whose credits drop below the full-time credit load might not receive a tuition refund under certain circumstances. If you meet these criteria, you may want to contact Student Financial Services in advance to discuss the implications for your account. Financial aid may also be affected.

Students receiving federal financial aid and withdrawing during a semester are subject to a Title IV recalculation of aid. Federal aid eligibility is determined based on the student's last date of attendance in class. Title IV recalculations may result in the loss of all or some

federal loans and federal grants. Students subject to recalculations will be sent a revised award letter indicating any change in federal aid.

Refunds are granted only after the official withdrawal procedure has been completed or the university determines you are no longer enrolled. Refund processing takes approximately four weeks.

Failure to complete payment prior to withdrawal does not relieve you of financial liability.

GRADES

Courses dropped from Academic Record	Through the 3 rd week of class
Withdrawal with a Grade of W (no academic penalty)	4 th week of class through the 7 th week of class
Withdrawal with a Grade of WF (academic penalty)	After the 7 th week of class

RETURNING TO PARSONS AFTER AN EXIT

- RETURNING FROM AN EXIT: Two months prior to returning, notify the Office of Advising and your department. International students
 must also contact ISS. Students returning from an exit will register during the August or January registration periods. If your time away
 from Parsons exceeded the approved leave, you withdrew, or you exited during the first semester, see Readmission/Deferment below.
- APPROVED MEDICAL LEAVE OF ABSENCE: Students returning from a leave of absence for medical reasons must notify the Office
 of Advising by July 15 for Fall re-entry and November 15 for Spring re-entry, and contact the Director of Student Support and Crisis
 Management, The New School (212-229-5900; 79 Fifth Avenue, 5th floor, New York, NY 10003.)
- **READMISSION/DEFERMENT**: A student must apply for Readmission if he or she was approved for a Leave of Absence but did not return to Parsons within the approved time frame, withdrew, or exited during the first semester (Deferment). The deadlines for Readmission are May 1 for Fall semester entry and August 1 for Spring semester entry. For an application and instructions, go to http://www.parsons.edu/apply/index.aspx.