

Policy for Financial or Physical Hardship Withdrawal Process

Purpose:

This policy establishes a process for students who need to withdraw from the institution due to significant financial or physical hardship. The aim is to limit the debt owed by these students and to assist them if and when they choose to re-enroll.

Scope:

This policy applies to all students who experience significant financial or physical hardship, including but not limited to:

1. Serious injury or illness.
2. Chronic illness.
3. A medical issue of a family member in which the student has to become a part-time or full-time caretaker of that family member.
4. A mental health condition.
5. A sudden or consistent lack of transportation issue.
6. A significant cost of living increase.

Procedure:

1. Application for Hardship Withdrawal:

- Students seeking a hardship withdrawal must submit a formal application to the Office of Student Affairs.
- The application must include:
 - A completed Hardship Withdrawal Request Form.
 - Documentation supporting the hardship claim (e.g., medical records, letters from healthcare providers, financial documents).
 - A personal statement detailing the impact of the hardship on their ability to continue their studies.

2. Review and Decision:

- The Hardship Withdrawal Committee, comprising representatives from the Office of Student Affairs, Financial Aid Office, and Academic Advising, will review the application.
- The committee will make a decision within 10 business days of receiving the completed application.
- Students will be notified of the decision in writing.

3. Financial Adjustments:

- Approved hardship withdrawals will result in a prorated refund of tuition and fees based on the date of withdrawal.
 - Any outstanding balance after the refund will be reviewed for possible reduction or deferment based on the student's financial situation.
 - The institution will work with the Financial Aid Office to adjust financial aid packages accordingly.
- 4. Academic Record:**
- Courses from which the student withdraws due to hardship will be marked as "W" (withdrawn) on the student's transcript.
 - These courses will not count against the student's GPA or completion rate for satisfactory academic progress.
- 5. Re-enrollment Assistance:**
- Students who withdraw due to hardship and wish to re-enroll will be given priority consideration.
 - The institution will provide academic advising and support services to facilitate their return.
 - Re-enrollment fees will be waived for students returning within one year of the hardship withdrawal.
- 6. Support Services:**
- The institution will provide access to counseling services, academic support, and financial advising to assist students during and after the withdrawal process.
 - Students will be connected with external resources, such as community services and healthcare providers, as needed.

Confidentiality:

All information submitted in the hardship withdrawal process will be treated as confidential and will only be shared with relevant institutional offices and personnel as necessary to process the request.

Appeal Process:

Students who are denied a hardship withdrawal may appeal the decision by submitting a written appeal to the Vice President of Student Affairs within 10 business days of the decision. The appeal must include:

- A detailed explanation of why the decision should be reconsidered.
- Any additional documentation or information that was not included in the original application.

The Vice President of Student Affairs will review the appeal and issue a final decision within 10 business days.

Effective Date:

This policy is effective immediately upon approval and will be reviewed annually for any necessary revisions.

By implementing this policy, the institution aims to provide compassionate support to students facing significant hardships, ensuring that they have the necessary resources and opportunities to succeed academically and personally.

Hardship Withdrawal Request Form

Student Information:

- **Full Name:**
- **Student ID:**
- **Email Address:**
- **Phone Number:**
- **Address:**
- **Program of Study:**
- **Current Semester:**

Type of Hardship (check all that apply):

- Serious injury or illness
- Chronic illness
- Medical issue of a family member (student as caretaker)
- Mental health condition
- Sudden or consistent lack of transportation
- Significant cost of living increase
- Other (please specify):

Supporting Documentation: (Please attach all relevant documentation to support your hardship claim. Examples include medical records, letters from healthcare providers, financial documents, etc.)

Personal Statement: (Please provide a detailed explanation of your hardship and how it has impacted your ability to continue your studies. Attach additional pages if necessary.)

Requested Withdrawal Date:

- **Date:**

Financial Aid Impact: (Please indicate if you are currently receiving financial aid and any specific concerns or questions regarding how this withdrawal may impact your financial aid status.)

Student Acknowledgement: I certify that the information provided in this form and the attached documentation is true and accurate to the best of my knowledge. I understand that submitting false information may result in disciplinary action.

Signature:

- **Date:**

For Office Use Only:

Date Received:

- **Received By:**

Committee Review Date:

- **Decision:**
 - Approved
 - Denied

Comments:

Committee Signatures:

- **Office of Student Affairs:**
- **Financial Aid Office:**
- **Academic Advising:**

Notification Date:

- **Notified By:**

Notes: (Any additional notes or comments related to the hardship withdrawal request and decision process.)

Please complete and submit this form along with all supporting documentation to the Office of Student Affairs. If you have any questions or need assistance with the application process, contact the Office of Student Affairs at [contact information].