

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 Academic Advisor.
 - 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 Academic Advisor will review the application.
 - The Academic Advisor will make a decision within 24 hours of receiving the completed application.
 - Students will be notified of the decision via e-mail.
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.
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 - Courses from which the student withdraws due to hardship will be marked as "W" (withdrawn) on the student's transcript.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.