

Financial or Physical Hardship Withdrawal Policy

Purpose:

This policy establishes a process for students experiencing financial or physical hardship to withdraw from higher education without incurring significant debt, ensuring support for potential re-enrollment.

Eligibility Criteria:

Students may qualify for a hardship withdrawal if they face one or more of the following situations:

- Serious injury or illness affecting the student.
- Chronic illness impacting the student's ability to attend classes.
- Medical issue of a family member requiring the student to become a caretaker, either part-time or full-time.
- Mental health condition affecting academic performance.
- Sudden or consistent lack of transportation hindering attendance.
- Significant increase in cost of living affecting financial stability.

Withdrawal Process:

- Students must submit a written request for a hardship withdrawal to the designated office, detailing the nature of their hardship.
- Supporting documentation (e.g., medical records, financial statements) must accompany the request.
- The institution will review the request and notify the student of the decision within 14 business days.
- If approved, the withdrawal will be recorded without academic penalty, and the student will receive guidance on re-enrollment options.

Public Awareness:

Information about the hardship withdrawal policy will be prominently displayed on the institution's website. Additionally, this information will be included in the orientation materials provided to all new students.

Support for Re-enrollment:

Students who withdraw under this policy will receive assistance and resources to facilitate their return to the institution when they are ready to re-enroll.

Amendments:

This policy will be reviewed annually to ensure compliance with state regulations and the needs of the student body.

