

Name of Policy: Request for Withdrawal Due to Hardship
Source: Student Affairs and Business Office
Date Revised: March 2018
Form to Complete: Request for Withdrawal Due to Hardship Form; see the Dean of Student Affairs to initiate, F-1 International Students should contact the PDSO/DSO to initiate

Policy:

Students experiencing documented **medical** needs (extraordinary cases in which serious illness or injury) or **special extenuating circumstances** (significant personal situation) that render them unable to engage in academic work for the remainder of the semester may request a withdrawal due to hardship. This policy covers only emergency and unforeseen illnesses, injuries, and personal circumstances that had their onset during the current semester, not ongoing/preexisting medical conditions and/or personal circumstances. Requests are accepted after the first week of classes (following the 100% tuition refund date) and no later than the end of the sixth week of classes (fall/spring semesters). Requests made after the sixth week of class will not be accepted.

A student may request and be considered for a withdrawal due to hardship based on **medical** needs when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. This policy covers both physical health and mental health difficulties.

A student may request and be considered for a withdrawal due to hardship based on **special extenuating circumstances** when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child, parent or spouse, or a death in the student's immediate family), prevent the student from continuing in classes.

Active duty military students who are deployed for service may also request a withdrawal due to hardship. The active duty deployment must have occurred during the current semester and the request can be made after the first week of classes (following the 100% tuition refund date) and no later than the last day of the respective semester.

Students who are pregnant or experiencing pregnancy-related conditions, including childbirth, may request a withdrawal due to hardship. The pregnancy or related condition must have occurred during the current semester and the request can be made after the first week of classes (following the 100% tuition refund date) and no later than the last day of the respective semester.

In each circumstance, students will be afforded the opportunity to receive a leave of absence from KCAI for a maximum of four semesters. Partial withdrawals will not be permitted. A student granted a withdrawal due to hardship must completely withdraw from the institution.

F-1 status international students must initiate with the Primary Designated School Official (PDSO) or Designated School Official (DSO) as designated by SEVIS, and will only be considered after initial approval from the PDSO/DSO.

A request for withdrawal due to hardship will only be approved once during the student's academic career at KCAI.

Requests for withdrawal due to hardship and supporting documents are retained by KCAI for up to five years.

The Dean of Student Affairs, in consultation with the Executive Vice President for Administration and Vice President for Academic Affairs, reviews withdrawal due to hardship requests.

If the request is approved, the following will occur:

1. The student will be withdrawn from all classes that semester and a notation of W will be recorded on the student's transcript for each class. Partial withdrawals are not permitted in this situation.
2. The student will receive a tuition refund equal to the amount of tuition charged during the current semester only. Fees are non-refundable. Living Center charges will be prorated.
3. The student will be subject to repayment terms of any Title IV federal financial aid as mandated by the federal government.

Procedure:

The following procedure applies to students who are requesting a withdrawal due to hardship:

1. Contact the Registrar to complete the Total Withdrawal/Leave of Absence Form.
2. To **request a withdrawal due to hardship**, please contact the Dean of Student Affairs for the Request for Withdrawal Due to Hardship Form. Submit the form along with appropriate documentation to the Dean of Student Affairs:
IMPORTANT: For medical and personal extenuating circumstances, the deadline to submit the Request for Withdrawal Due to Hardship form is no later than the end of the sixth week of courses for the respective semester. For active duty deployment, the deadline to submit the Request for Withdrawal Due to Hardship form is no later than two weeks after submitting the completed Total Withdrawal/Leave of Absence form to the Registrar.
 - A. To request a withdrawal due to hardship based on **medical needs**, the required documentation is listed below:
 - The student's health care provider's statement on letterhead stationery which is submitted in a sealed envelope to the Dean and contains the following:
 - The date of onset of illness
 - The date student was/is under professional care
 - A statement that a withdrawal from KCAI is needed at this time****The health care provider providing documentation cannot be related to the student making the request.***
 - Statement from student that includes:
 - Last date student attended class
 - Anticipated date of return to KCAI
 - B. To request a withdrawal due to hardship based on **special extenuating circumstances**, the student must present a statement on the form. This statement must address the specific situation with documentation.
 - C. To request a withdrawal due to hardship based on **active deployment**, the student must provide documentation of the deployment, including the date, location, and other pertinent details, from the student's commanding officer.
3. If a student is receiving financial assistance, the student must meet or consult with the Director of Financial Aid and designee of the Business Office to identify and understand the financial assistance/monetary implications of processing a withdrawal due to hardship. The Director of Financial Aid will sign off on the form. The Business Office will also sign off on the form.
4. If a student is receiving veteran benefits, the student must meet with the Director of Financial Aid. The Director of Financial Aid will sign off on the form.
5. The completed form, with appropriate signatures, and attached documentation is submitted by the student to the Dean of Student Affairs for consideration. Final approval or denial of the request is at the discretion of the Dean of Student Affairs, in consultation with the Executive Vice President for Administration and Vice President for Academic Affairs.

6. The Dean of Student Affairs submits the approved or denied request to the Registrar, Business Office, and Financial Aid for appropriate action, including notification to the student of approval or denial, withdrawal from courses and notification to responsible faculty member(s), and/or Department Chair(s)/Program Head(s), and other necessary departments (if approved), filing of request and documentation in the student's file, and completion of leave of absence paperwork.
7. The decision of the Dean of Student Affairs is final.

Request for Withdrawal Due to Hardship Form

This form must be completed, including all signatures as indicated below, along with medical documentation or a personal statement explaining special extenuating circumstances that exist to justify a withdrawal due to hardship. The medical and/or special extenuating circumstance must have occurred during the current semester and the request for withdrawal due to hardship can be submitted after the first week of classes (following the 100% refund date) and no later than the last day of the sixth week of classes of the respective semester. For active duty deployment or pregnancy, the active duty deployment or pregnancy must have occurred during the current semester and the request can be made after the first week of classes (following the 100% refund date) and no later than the last day of the respective semester. A student granted a withdrawal due to hardship must completely withdraw from KCAI. A request for withdrawal due to hardship will only be approved once to a student during the student's academic career at KCAI. Completion of a request for a withdrawal due to hardship will afford the student the opportunity to receive a leave of absence from KCAI for a maximum of four semesters. If the request is approved, the following will occur: The student will be withdrawn from all classes that semester and a notation of W will be recorded on the student's transcript for each class. The student will receive a tuition refund equal to the amount of tuition charged during the current semester only. Fees are non-refundable. Living Center charges will be prorated. The student will be subject to repayment terms of any Title IV federal financial aid as mandated by the federal government. The complete Request for Withdrawal Due to Hardship Policy and Procedures may be found online at www.kcai.edu in the KCAI student handbook. To make satisfactory academic progress (SAP), students must complete and pass at least 75% of the cumulative credit hours that they have attempted. Transfer hours counting toward the student's program are included in attempted and earned credits.

Semester/Year: _____

Student ID# First Name Last Name Email

Phone Number Class Level Major Check if applicable: VA Benefits
F-1 Student Status

Student Signature: _____ Date: _____

Student procedure to request a withdrawal due to hardship:

The following procedure applies to students unable to continue classes due to extraordinary medical/other special extenuating circumstances:

1. Contact the Registrar to complete the Total Withdrawal/Leave of Absence Form.
2. To request a withdrawal due to hardship, please contact the Dean of Student Affairs for the Request for Withdrawal Due to Hardship Form. Submit the form along with appropriate documentation to the Dean of Student Affairs:
IMPORTANT: The deadline to submit this form with documentation is no later than the end of the sixth week of courses for the respective semester. For active duty deployment or pregnancy, the deadline is no later than two weeks after submitting the completed Total Withdrawal/Leave of Absence form to the Registrar.
 - To request a withdrawal due to hardship based on medical needs, the following documentation is required: the student's health care provider's statement on letterhead stationery which is submitted in a sealed envelope to the Dean of Student Affairs and contains the following: the date of onset of illness, the date student was/is under professional care, and a statement that a withdrawal from KCAI is needed at this time; statement from the student that includes: last date student attended class and anticipated date of return to KCAI. ****The health care provider providing documentation cannot be related to the student making the request.***
 - To request a withdrawal due to hardship based on special extenuating circumstances, the student must present a statement attached to the request for withdrawal due to hardship form. This statement must address the specific situation with documentation.
 - To request a withdrawal due to hardship based on active deployment, the student must provide documentation of the deployment, including the date, location, and other pertinent details, from the student's commanding officer.
3. If a student is receiving financial assistance, the student must meet or consult with the Director of Financial Aid and designee of the Business Office to identify and understand the financial assistance/monetary implications of processing a withdrawal due to hardship. The Director of Financial Aid will sign off on the form. The Business Office will also sign off on the form.
4. If a student is receiving veteran benefits, the student must meet with the Director of Financial Aid to have them sign off on the form.
5. The completed form with appropriate signatures and attached documentation is submitted by the student to the Dean of Student Affairs for consideration. Final approval or denial of the request is at the discretion of the Dean of Student Affairs, in consultation with the Executive Vice President for Administration and Vice President for Academic Affairs.
6. The Dean submits the approved or denied request to the Registrar, Business Office, and Financial Aid for appropriate action, including notification to the student of approval or denial, withdrawal from courses and notification to responsible faculty member(s) and/or Department Chair(s)/Program Head(s) and other necessary departments (if approved), filing of request and documentation in the student's file, and completion of leave of absence paperwork.
7. The decision of the Dean of Student Affairs is final.

Dean of Student Affairs Approved Denied _____
Date

Director of Financial Aid _____
Date

Business Office Designee _____
Date

PDSO/DSO (required if F-1 international student)

Date