

Students withdrawing and requesting a tuition adjustment due to medical or hardship considerations must do so by submitting to the Student Financial Services Office a letter stating their request and explaining how they were impacted by the situation. This letter, along with letters from professionals as indicated below, must be submitted within 30 days of student's last date of attendance. In the rare circumstance that the student was medically prevented from meeting this timeline, an extension may be requested.

"Medical" refers to the student's own health and generally follows these guidelines:

1. The student has been or is now under the care of a medical professional.
2. This medical professional has provided a letter on letterhead stating that the medical condition necessitated withdrawal from school.
3. The condition was not known to the student at the start of the semester or,
4. If known, they had reasonable cause to believe the condition would not impede them academically.
5. To return to school, prior to enrollment, the student must provide a second letter from a medical professional clearing the student to attend.

"Hardship Circumstances" may include personal as well as family crisis and generally follows these guidelines:

1. The student has been significantly impacted by the situation.
2. In circumstances not including death in the family, the student has sought professional help and that professional has provided a letter on letterhead stating how the circumstance has affected the student's ability to continue academically.
3. The crisis was not present at the start of the semester or,
4. They had reasonable cause to believe the situation would not impede them academically.
5. Financial need is not considered grounds for a financial petition. If finances have changed significantly, students are encouraged to speak with their financial aid counselor to see if their circumstance can be alleviated through financial aid resources.

In both Hardship and Medical circumstances, students must either withdraw or request a leave of absence formally from the university to be considered for an appeal. In rare circumstances, an appeal may be considered for a student who has reduced their course load. Prior to returning to school, the university asks that the student be sure that they are fully ready to resume their studies. As a result, in both Medical and Hardship cases, students will not be granted a second appeal with the same precipitating events or conditions or for any subsequent conditions that relate back to the circumstance for which the appeal was already granted.