



# HARDSHIP WITHDRAWAL PROCESS

Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham WA 98225-1599  
Fax number: 360 676-2798  
Email address: [jkammerz@btc.ctc.edu](mailto:jkammerz@btc.ctc.edu)

The purpose of the Hardship Withdrawal is to recognize unavoidable circumstances which prevent you from successfully completing your classes. Most common are:

- Unanticipated medical emergencies (not short-term or chronic illnesses)
- A call to active military duty.
- An emergency or family crisis such as injury or death in the family, fire or flooding of residence, etc.

## **Before Petitioning for Hardship Withdrawal consider these options:**

- Discuss your concerns with your instructor(s). They want to help you to succeed.
- Request an Incomplete grade by the 8<sup>th</sup> week of the quarter from your instructor if a significant portion of the course requirements have been completed.
- Officially Withdraw by the Last Date to Withdraw published on the College Calendar located at [www.btc.ctc.edu](http://www.btc.ctc.edu) under Quicklinks.

**IMPORTANT:** If you receive financial aid consult that office **BEFORE** you withdraw or request an incomplete grade.

### **If, after careful consideration, you decide to petition for withdrawal:**

- 1. Complete and sign the Petition for Hardship Withdrawal.**
- 2. Medical and Military Call Up withdrawal requires documentation by a third party (physician or military commander) and your petition cannot be accepted without this documentation.**
- 3. Requests for tuition/fee refunds are only allowable for a documented:**
  - **serious, unanticipated medical situation that makes it physically impossible for you to complete the quarter, or**
  - **call to active military service**
- 4. Petitions for withdrawal must be submitted to the Director of Registration and Enrollment for consideration before the quarter ends.**

Instructors may be contacted to verify attendance and/or performance in classes.

If your request is approved, all classes remain on your academic transcript with “W” grades.

Once a Hardship Withdrawal has been reviewed and a determination made students will be notified in writing by the Registration Office.



# Petition for Hardship Withdrawal

for \_\_\_\_\_ Quarter, 20\_\_\_\_\_

Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham WA 98225-1599  
Fax number: 360 676-2798 Email address: jkammerz@btc.ctc.edu

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Select the appropriate type of withdrawal petition below. You must complete the applicable sections of this form and supply the required documentation.

**1.  I am petitioning for a hardship withdrawal from all of my classes due to a medical emergency.**

I do  do not  seek a tuition/fee refund.

I have withdrawn from my classes already.

I have not yet withdrawn from my classes.

(Attach a signed Add/Drop form listing your classes.)

You must complete the applicable sections of the next page of this form, and supply the required documentation (**see details on the next page**).

**Your physician must sign the next page of this form.**

**2.  I am petitioning for a hardship withdrawal from all of my classes due to a call to military duty.**

I do seek a tuition/fee refund.  I do not seek a tuition/fee refund.

I have withdrawn from my classes already.

I have not yet withdrawn from my classes.

(Attach a signed Add/Drop form listing your classes.)

You must complete the applicable sections of the next page of this form, and supply a copy of military orders or a letter from your commanding officer.

**3.  I am petitioning for a hardship withdrawal from all of my classes due to a non-medical, non-military hardship.** Tuition/fee refunds are **not** allowable for non-medical/non-military hardship.

I have withdrawn from my classes already.

I have not yet withdrawn from my classes.

(Attach a signed Add/Drop form listing your classes.)

You must complete the applicable sections of the next page of this form, and supply the required documentation such as a divorce decree, official media documentation, copy of a death certificate, a counselor's letter, etc. (Examples of non-medical/non-military hardships include death of a family member, divorce, acute illness of a family member requiring student to become caretaker, fire or flooding of residence).

**4.  I am petitioning to withdraw from some, but not all, of my classes.**

Attach a signed Add/Drop form listing the classes you wish to drop, along with appropriate third party documentation.



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**REQUIRED: Describe the extenuating circumstances which require your withdrawal from classes. Note: Lack of awareness of deadlines, failure to officially withdraw, registering incorrectly via the Web, not monitoring your class waitlist status, online classes are not working out for you, and negative GPA impact are not considered to be extenuating circumstances.**


### Medical hardship documentation:

Attach a separate statement **on office letterhead** from your physician. The statement must include:

1. Student's name.
2. Physician's name and signature.
3. Date student consulted with or sought treatment and duration of illness.
4. Brief statement of medical situation and why it prevented the student from continuing school attendance for the remainder of the academic term.

### Your physician must also sign this petition below:

Bellingham Technical College has a withdrawal policy that allows students who have experienced a serious, debilitating physical/mental medical condition that makes it physically impossible for them to complete the quarter to withdraw from all classes and request a refund of tuition and fees. This policy is designed to allow for unanticipated situations that prevent a student from completing his/her academic obligation and *is not intended for short-term illnesses or for chronic or otherwise known conditions that pre-existed the beginning of an academic quarter.*

#### Physician's Attestation:

I have read the above information and understand the purpose of this request, as well as the serious nature associated with altering a student's permanent academic record and refunding tuition and fees paid.

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand that this petition, an Add/Drop form and supporting documentation must be submitted by the last day of the quarter.**

\_\_\_\_\_  
Student's Signature Date

#### OFFICE USE ONLY

Withdrawal  approved  denied  N/A \_\_\_\_\_  
Registrar Date

Tuition Refund:  approved, \_\_\_\_\_ %  denied \_\_\_\_\_  
Registrar Date

Comments \_\_\_\_\_