



OFFICE OF THE REGISTRAR
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HARDSHIP WITHDRAWAL REQUEST

RMRGHW\_C

~ Print in Ink ~

A Hardship Withdrawal allows you to withdraw from one or more classes in a given term, and results in the assignment of an HW grade. Hardship Withdrawals are reviewed for approval by your Dean or Associate Dean in situations in which one or more of the following has occurred: (1) incapacitating illness or injury to the student, (2) a catastrophic event involving the student (3) catastrophic illness in the immediate family or (4) death of an immediate family member

STUDENT INSTRUCTIONS:

- Contact the Dean or Associate Dean of your college to initiate the Hardship Withdrawal Request.
The Dean or Associate Dean will require that you provide documentation to support your request: This documentation may include the Hardship Withdrawal Authorization to Release Information form and Health Care Statement in Support of Student's Request for Hardship Withdrawal form, which can be provided to you by your Dean.
Submit the completed Hardship Withdrawal Request to your Dean's office for review.
Refunds are based on normal refund schedule for each quarter. Students can appeal this for the following reasons: three days of hospitalization, death in immediate family and on a case-by-case basis. Please see the Refund of Tuition and Fees (75-9) policy for further instructions. Contact Student Financial Services for more information

Seattle U ID: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_
Student Legal Name: \_\_\_\_\_ SU Email: \_\_\_\_\_@seattleu.edu
Class Level: [ ] FR [ ] SO [ ] JR [ ] SR [ ] GR [ ] Post-Bacc [ ] Non-Matric
College or School of major: [ ] ASC [ ] BUE [ ] EDU [ ] MRC [ ] NCS [ ] NUR [ ] STM [ ] SCE [ ] STM Major or Program \_\_\_\_\_
Term/Year Withdrawing from: (Fill in year): Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

LIST COURSE(S) FOR HARDSHIP WITHDRAWAL:
Table with 5 columns: Subj & Course #, Section, Course Title, Credits, Last Date of Attendance (REQUIRED)
Includes a signature line: Dates verified by student's associate dean: \_\_\_\_\_

A Hardship Withdrawal may affect the following statuses (the Registrar will notify the appropriate offices):
CHECK ALL THAT APPLY
[ ] I am a Financial Aid recipient [ ] I am a participant in intercollegiate sports
[ ] I am an International Student with an F1 or J-1 Visa [ ] I am living in campus housing (all course HW request only)
[ ] I am a participant in ROTC [ ] I am a participant in the Culture & Language Bridge Program

Student's or Initiator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
By submitting the request, you are acknowledging that you may be subject to the reinstatement process as outlined in the Withdrawal Policy 75-22. If request is approved you will be contacted by your associate dean.

SIGNATURE OF DEAN or ASSOCIATE DEAN: \_\_\_\_\_ Date: \_\_\_\_\_

DEAN OF STUDENTS: \_\_\_\_\_ Date: \_\_\_\_\_

All signatures must be physically signed; electronic signatures will not be accepted.
02/11/2020

REGISTRAR'S OFFICE USE ONLY
Processed by: \_\_\_\_\_
Date: \_\_\_\_\_