

## **Physical or Financial Hardship Withdrawal Policy & Procedure – Illinois Only**

### Overview of Policy

In compliance with Illinois Student Debt Assistance Act, this policy establishes the processes and procedures to assist students in limiting student debt when a physical or financial hardship requires the student to withdraw after the early withdrawal period. Requirements of the Act as it pertains to access to student transcripts are also outlined.

### Policy Information

This policy may be applied when a student seeks to withdraw based on one of the hardship reasons listed below and when the student's withdrawal occurs after the 100% tuition refund date has passed.

A student who lives in Illinois or who attends an academic program on-ground in Illinois who faces a severe financial or physical hardship may be considered for hardship withdrawal. Types of hardship are: (1) Serious injury or illness of the student; (2) Chronic illness of the student; (3) A serious medical issue of a family member (spouse or partner, child, parent or guardian, grandparent, or sibling) for which the student is a part-time or full-time caretaker of that family member; (4) A mental health condition of the student; (5) A sudden or consistent lack of transportation that prohibits student presence on in class; (6) and a significant, non-elective cost of living increase for the student.

To request hardship withdrawal, the student must submit a written request to the Program Coordinator. They should include clear and complete supporting documentation proving the severe financial or physical hardship prior to the end of the term in which they intend to withdraw. The request will be reviewed by the Dean and the outcome communicated with two weeks.

This policy does not address the impact of a hardship withdrawal on the student's academic record or ability to complete. A student who withdraws pursuant to this policy should contact the Program Coordinator regarding how the institution may be able to assist if they choose to return. The determination of a return is subject to the institution's Maximum Time Frame policy. Along with other financial policies this policy should be read to students at orientation.

In compliance with the Illinois Student Debt Assistance Act, the institution will not refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt. For official transcripts, the institution will provide an official transcript of a current or former student to a current or potential employer, even if the current or former student owes a debt to the institution.

Students are not eligible for hardship withdrawals if they have completed all course requirements (e.g., attended the final exam or submitted the final assignment, etc.).