 Hardship Withdrawal Request

Return this completed form and all supporting documentation to the front desk of any LTC campus to be routed to the Registrar’s Office or scanned and emailed to registrar@laniertech.edu.

## **Student Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last Middle First

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

Student Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hardship Withdrawal Term Fall \_\_\_\_\_\_\_\_ Spring \_\_\_\_\_\_\_\_ Summer \_\_\_\_\_\_\_\_

## **Supporting Documentation:**

All documentation will be verified, therefore, appropriate phone numbers must be included.

1. Hospitalization supporting documentation must include hospital admittance and discharge papers with dates.
2. Death in family supporting documentation must include official documentation of death, in addition to proof of relationship.
3. Jury duty seating supporting documentation must be signed by a court official.
4. Military Call Up supporting documentation must include military orders showing dates of active service.

### **Signature**

By signing this form, you understand that you will be withdrawn from **ALL** registered courses for this semester. A Hardship Withdrawal does not relieve you of your financial obligation and may affect your financial aid status and/or anticipated refund of tuition and fees.

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Signature Date

For Office Use Only: Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_Documentation received: Yes \_\_\_ No \_\_\_

Decision: Approved \_\_\_\_ Denied \_\_\_\_\_ Total Withdrawal Entered \_\_\_\_ Student Notified \_\_\_\_