

Hardship Withdrawal Policy

Hardship withdrawals are limited to certain criteria which can include:

- Hospitalization of the student or minor child for an extended timeframe.
- Death in the immediate family only (spouse, child, sibling, parent).
- Active military duty or deployment.
- Being seated on a jury for more than three (3) days.

Important things to understand about a hardship withdrawal request:

- If the normal withdrawal period is open, we will not accept a Hardship Withdrawal form and the student should use the BannerWeb self-service withdrawal process.
- A narrative and documentation is required to be submitted with the hardship withdrawal request. If supporting documentation is not received, request will be denied.
- If granted, hardship withdrawals must be done for ALL enrolled classes for a given term.
- No refunds are issued and the grade of a “W” will appear for each course on the student transcript.
- Only one (1) hardship withdrawal can be granted per student during their academic career at LTC.

Students may request a hardship withdrawal by completing a [hardship withdrawal request \(the second page of this document\)](#). Hardship withdrawals must be submitted no later than 25 calendar days following the end of the semester for which the withdrawal is requested. The Registrar’s Office will make a determination within 7 business days of receipt of the completed hardship withdrawal request.



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.

- Hospitalization supporting documentation must include hospital admittance and discharge papers with dates.
- Death in family supporting documentation must include official documentation of death, in addition to proof of relationship.
- Jury duty seating supporting documentation must be signed by a court official.
- 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By signing this form, you understand that you will be withdrawn from **ALL** registered courses for this semester.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.

Signature _____ Date _____

For Office Use Only: Date submitted: _____ Documentation received: Yes ___ No ___

Decision: Approved ___ Denied ___ Total Withdrawal Entered ___ Student Notified ___