

Hardship Withdrawal Policy and Process

Students may request a Hardship Withdrawal when a unavoidable situation occurs that will prevent them from completing their course work for the semester.

Some examples of a Hardship Withdrawal include:

- A medical emergency that requires a hospital stay or prolonged rehab.
- An injury or illness of the student
- Illness or Death of an immediate family member (parent, sibling, spouse, child, in-laws, or grandparents).
- Fire or other personal disaster.
- Mandated jury duty for more than 3 days
- Incarceration of 3-10 days

Students may believe they are eligible for a hardship withdrawal; however, all situations do not warrant a hardship withdrawal. Some examples that do not constitute a hardship withdrawal include, but are not limited to a lack of knowledge of the withdrawal deadline, transportation issues, or the possibility that a student may fail the course.

Hardship Withdrawals are indicated on the student's record as a "W".

A student must request a hardship withdrawal before the last day of classes for the current semester.

Students are not eligible for a Hardship Withdrawal in courses where they have completed all course requirements. (e.g., completed the final exam or submitted the final project/paper/portfolio.)

The Registrar's Office will receive and review requests submitted by students. Decisions are communicated to students via their OFTC email. The Financial Aid Office, the Business Office, and the instructor of the course will be notified as well. If the request is not approved, the student will receive the grade earned in the course.

If the student is physically/mentally incapable of completing the Hardship Withdrawal process, the student's parent, guardian, or next of kin may act on behalf of the student provided they provide proof from a licensed physician.

Please note, a Hardship Withdrawal will still affect a student's Satisfactory Academic Progress (SAP), which may impact a student's financial aid eligibility.

Hardship Withdrawal Request

Please complete all three sections of the form. Incomplete requests will not be processed. You will be notified by your OFTC student email of the decision. Submit the completed form and all documentation to Registrar@oftc.edu.

Section I

First Name: _____ Last Name: _____
Student ID#: _____ Phone Number: _____
Street Address: _____
City: _____ State: _____ ZIP Code: _____
OFTC Email: _____@student.oftc.edu
Term: Fall _____ Spring _____ Summer _____ Date of Hardship: _____

Section II

Please select the type of Hardship Withdrawal you are requesting. To process your request, you must provide supporting documentation.

- Medical**
Hospitalization, critical illness, or other medical related reasons
- Personal**
Illness or death of immediate family member, loss of home due to fire, other personal disaster, etc.
- Extended Jury Selection**
Selected for jury duty that last more than 3 days
- Incarceration**
Incarcerated for 3-10 days

Section III

By signing this form, you understand that you will be withdrawn from ALL registered course for this term with the exception of courses that have already ended. You understand that it is your responsibility to contact the Financial Aid Office to determine if your eligibility will change. You may contact Financial Aid by emailing FinancialAid@oftc.edu.

Student Signature: _____ Date: _____

If the student is physically/mentally incapable of completing the Hardship Withdrawal process, the student's parent, guardian, or next of kin may act on behalf of the student provided they provide proof from a licensed physician.

Signature: _____ Date: _____

For Office Use Only:			
Date Submitted: _____	Documentation Received:	Yes	No
Decision: Approved Denied	Total Withdrawal Entry Date: _____		
	Student Notification Date: _____		