



## Hardship Withdrawal Policy and Process

Students may request a hardship withdrawal through the Student Affairs Office. Hardship withdrawals are restricted to absences/events that occur after the normal withdrawal period. If granted, hardship withdrawals must be done for all enrolled classes for a given term.

Hardship withdrawals are limited to certain criteria which include; but are not limited to:

- Extended hospitalization of the student, child, spouse, parent, sibling, or dependent recognized by law, or legal guardian.
- Death in the immediate family only (child, spouse, parent, sibling, dependent recognized by law, or legal guardian)
- Being seated on a jury for more than three days

The request for a hardship withdrawal, along with supporting documentation, must be made in writing, faxed or emailed to [Dana Walker](#) or dropped off at the Help Center at any campus location.

Page two (2) is a worksheet of some necessary information, and it must be included with all supporting documentation. All supporting 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 seating supporting documentation must be signed by a court official.

Hardship withdrawals must be requested no later than the end of the 3<sup>rd</sup> week of the subsequent semester for which the withdrawal is requested.

The approved/denied final decision may take 3-7 business days to verify and provide approval.

Hardship withdrawals result in grade of W on the student's transcript, which will negatively affect (SA) satisfactory academic progress. A grade of W does not negatively affect GPA.

Hardship withdrawals are allowed for only one term per student.

# Hardship Withdrawal Request

## Step 1: Student Information

Student ID or Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

GNTC Email Address: \_\_\_\_\_

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

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

## Step 2: Attach all supporting documentation

All supporting 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.

## Step 3: 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 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: \_\_\_\_\_

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