



REQUEST FOR MEDICAL WITHDRAWAL

Last Name: _____ First Name: _____ MI: _____

Student ID: _____ Phone #: _____ DOB: ____/____/____

Address: _____ City, State, Zip: _____

1. Provide reason for request (*circumstances of illness/injury that prevented completion of courses*):

2. Indicate term and year affected by request: Summer Fall Spring Year: _____

3. List courses affected by illness/injury:

CRN	Subject/Course #	Course Title	Credit Hrs.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Attach appropriate medical documentation to support request.

5. Submit request with required documentation to the Jefferson College Vice President of Student Services Office.

By signing below, I acknowledge that I have read and understand the Jefferson College Medical Withdrawal Information and Medical Withdrawal Process.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Received in Vice President of Student Services Office: _____

Withdrawal Approved: Yes No

Gift Aid: Yes No

Vice President of Student Services Signature Date

Student Financial Services Signature Date

Date Withdrawal Processed: _____

Dean's Waiver Issued: Yes No

JEFFERSON COLLEGE MEDICAL WITHDRAWAL INFORMATION

If a student or one of his/her immediate family members becomes seriously ill or critically injured and the student is unable to continue attending classes, the student should withdraw from classes to avoid receiving failing grades. If the illness or injury occurs after the published withdrawal deadline has passed, the student may then submit a *Request for Medical Withdrawal*. For specific withdrawal dates for all courses, visit the Jefferson College website at www.jeffco.edu.

Please note that a medical withdrawal will not generate a refund of tuition charges and/or lab fees paid, nor will it remove a balance for assessed tuition charges and/or lab fees. A "W" grade will be posted on a student's transcript for each withdrawn course, and the course(s) will count into attempted credit hours for financial aid purposes.

Attention Financial Aid Recipients! You should contact the Student Financial Services Office prior to withdrawing from classes to discuss how your financial aid status and eligibility may be affected.

According to Jefferson College's Federal Financial Aid Overpayment Policy, "Students who quit attending or withdraw from all courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school and to the U.S. Department of Education."

MEDICAL WITHDRAWAL PROCESS

1. The student completes a ***Request for Medical Withdrawal*** form, explaining the circumstances of the injury or illness that prevented the student from completing his or her course(s).
2. The student attaches medical documentation to support his or her request. Appropriate documentation would be a physician's statement or hospitalization records indicating that the student was unable to continue attending classes due to the illness or injury, the nature of the illness or injury, and the dates of treatment during that term.
3. The student submits the ***Request for Medical Withdrawal*** form and all supporting documents to the Vice President of Student Services Office, Student Center Room 205 on the Hillsboro Campus. Requests can also be mailed to the Vice President of Student Services Office at Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050. The request must be received prior to the end of the following semester. Requests submitted without medical documentation will be automatically denied.
4. The Vice President of Student Services reviews the request to determine if the student has demonstrated sufficient need for a medical withdrawal.
5. If medical necessity can be validated, the Vice President of Student Services verifies with the Student Financial Services Office whether or not the student has been awarded financial aid. If the student has not received federal or state gift aid and his/her bill has been paid in full, he/she may be eligible for a Dean's Waiver. The waiver would allow the student to re-enroll in the same course(s) in the following semester without having to pay the tuition charges again, provided the course(s) is offered that semester.
6. The Vice President of Student Services signs the ***Request for Medical Withdrawal*** form and forwards it to the Registrar for processing.
7. The form is returned to the Vice President of Student Services Office once the medical withdrawal has been processed.
8. A notification letter stating the outcome of the request is mailed to the student's mailing address within 30 days of submission.