

Students may request a hardship withdrawal through the Records 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.

1. Hardship withdrawals are limited to certain criteria which include; but is not limited to:
 - Hospitalization of the student or minor child.
 - Death in the immediate family only (spouse, child, sibling, parent).
 - Active military duty or deployment.
 - Being seated on a jury for more than three days.
2. The request for a hardship withdrawal must be made in writing (email, regular mail, or fax) to the contact information below. 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.
 - a. Supporting documentation for hospitalization must include hospital admittance and discharge papers with dates.
 - b. Supporting documentation for death in family must include official documentation of death in addition to proof of relationship.
 - c. Supporting documentation for military duty must include official orders with dates.
 - d. Supporting documentation for jury seating must be signed by a court official.
3. **Hardship withdrawals must be requested no later than the end of the 3rd week of the subsequent semester for which the withdrawal is requested.**
4. The Approved/Denied Final decision may take 3-7 days to verify and provide approval.
5. Hardship withdrawals result in a grade of W on the student's transcript, which will negatively affect (SAP) satisfactory academic progress. A grade of W does not negatively affect GPA.
6. Students who withdraw or are withdrawn from CTC for any reason, including hardship withdrawals, are subject to the standard refund period; check the college website for those term dates.
7. Incarceration does not constitute a hardship withdrawal. Final grades for students incarcerated during a term will stand as earned.
8. Hardship withdrawals are allowed for only one term per student.



Hardship Withdrawal Request

Submit to a Student Affairs Office
Email: Records@ChattahoocheeTech.edu

Step 1: Student Information

Name: _____

Student ID #: _____

Email Address: _____

Phone Number: _____

Hardship Withdraw Term: _____ Fall _____ Spring _____ Summer

Step 2: Attach all supporting documentation.

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

- a. *Supporting documentation for hospitalization must include hospital admittance and discharge papers with dates.*
- b. *Supporting documentation for death in family must include official documentation of death in addition to proof of relationship.*
- c. *Supporting documentation for military duty must include official orders with dates.*
- d. *Supporting documentation for jury seating 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 term.

Signature Date

For office use only: Date submitted: _____ Documentation received: Yes No

Decision: Approved Denied Total Withdraw entered: _____ Student Notified: _____