



Name of Policy: Request for Withdrawal Due to Hardship
Source: Academic Affairs, Business Office, Financial Aid Office, and Student Affairs
Date Revised: Spring 2022
Form to Complete: Request for Withdrawal Due to Hardship Form; see the Vice President and Dean of Students to initiate, F-1 International Students should contact the PDSO/DSO to initiate

**Policy:**

Students experiencing documented **medical** needs (extraordinary cases in which serious illness, injury have occurred) or **special extenuating circumstances** (significant personal situation) that render them unable to engage in academic work for the remainder of the semester may request a withdrawal due to hardship. This policy covers only emergency and unforeseen illnesses, injuries, and personal circumstances that had their onset during the current semester, not ongoing/pre-existing medical conditions and/or personal circumstances. Requests are accepted after the first week of classes (following the 100% tuition refund date) and no later than the end of the sixth week of classes (fall/spring semesters). Requests outside of the scope of the policy may be considered on a case-by-case basis and at the sole discretion of KCAI.

A student may request and be considered for a withdrawal due to hardship based on **medical** needs when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. This policy covers both physical and mental health crises.

A student may request and be considered for a withdrawal due to hardship based on **special extenuating circumstances** when extraordinary personal reasons, not related to the student's personal physical or mental health (Ex: care of a seriously ill child, parent or spouse), prevent the student from continuing in classes.

Active duty military students who are deployed for service may also request a withdrawal due to hardship. The active duty deployment must have occurred during the current semester and the request can be made after the first week of classes

(following the 100% tuition refund date) and no later than the last day of the respective semester.

Students who are pregnant or experiencing pregnancy-related conditions, including childbirth, may request a withdrawal due to hardship. The pregnancy or related condition must have occurred during the current semester and the request can be made after the first week of classes (following the 100% tuition refund date) and no later than the last day of the respective semester.

In each circumstance, students will be afforded the opportunity to receive a leave of absence from KCAI for a maximum of four semesters. Partial withdrawals will not be permitted. A student granted a withdrawal due to hardship must completely withdraw from the institution.

F-1 status international students must initiate with the Primary Designated School Official (PDSO) or Designated School Official (DSO) as designated by SEVIS, and will only be considered after initial approval from the PDSO/DSO.

A request for withdrawal due to hardship may only be approved once during a student's academic career at KCAI.

Requests for withdrawal due to hardship and supporting documents are retained by KCAI for up to five years.

The Vice President and Dean of Students, in consultation with the Executive Vice President for Administration/CFO and Vice President for Academic Affairs, will review all withdrawal due to hardship requests.

If the request is approved, the following will occur:

1. The student will be withdrawn from all classes that semester and a notation of W will be recorded on the student's transcript for each class. Partial withdrawals are not permitted for approved hardship requests.
2. The student will receive a tuition refund equal to the amount of tuition charged during the current semester only. Course/Studio fees and meal plans are non-refundable. Residence Hall charges will be prorated.
3. The student will be subject to repayment terms of any Title IV federal financial aid as mandated by the federal government. All institutional aid will be returned. The student may be eligible to retain their federal or state aid eligibility based on their last date of attendance or request the financial aid office return the funds.

**Procedure:**

The following procedure applies to students who are requesting a withdrawal due to hardship:

1. Contact the Registrar to complete the Total Withdrawal/Leave of Absence Form.
2. To **request a withdrawal due to hardship**, please contact the Vice President and Dean of Students for the Request for Withdrawal Due to Hardship Form. Submit the form along with appropriate documentation to the Vice President and Dean of Students:

*\*IMPORTANT: For medical and personal extenuating circumstances, the deadline to submit the Request for Withdrawal Due to Hardship form is no later than the end of the sixth week of courses for the respective semester. For active duty deployment, the deadline to submit the Request for Withdrawal Due to Hardship form is no later than two weeks after submitting the completed Total Withdrawal/Leave of Absence form to the Registrar.\**

- A. To request a withdrawal due to hardship based on **medical needs**, the required documentation is listed below:
    - The student's health care provider's statement on letterhead/stationery which is submitted in a sealed envelope to the Dean and contains the following:
      - The date of onset of illness or injury
      - The date student was/is under professional care
      - A statement that a withdrawal from KCAI is needed at this time
    - \*The health care provider providing documentation cannot be related to the student making the request.*
    - Statement from student that includes:
      - Last date student attended class
      - Anticipated date of return to KCAI
  - B. To request a withdrawal due to hardship based on **special extenuating circumstances**, the student must present a statement on the form. This statement must address the specific situation with documentation.
  - C. To request a withdrawal due to hardship based on **active deployment**, the student must provide documentation of the deployment, including the date, location, and other pertinent details, from the student's commanding officer.
3. If a student is receiving financial assistance, the student must meet or consult with the Director of Financial Aid and designee of the Business Office to identify and understand the financial assistance/monetary implications of processing a withdrawal due to hardship. The Director of Financial Aid will sign off on the form. The Business Office designee will also sign the form.

4. If a student is receiving veteran benefits, the student must meet with the Registrar . The Registrar will sign the form.
5. The completed form, with appropriate signatures, and attached documentation is submitted by the student to the Vice President and Dean of Students for consideration. Final approval or denial of the request is at the discretion of the Vice President and Dean of Students, in consultation with the Executive Vice President for Administration/CFO and Vice President for Academic Affairs.
6. The Vice President and Dean of Students submits the approved or denied request to the Registrar, Business Office, and Financial Aid for appropriate action, including notification to the student of approval or denial, withdrawal from courses and notification to responsible faculty member(s), and/or Department Chair(s)/Program Head(s), and other necessary departments (if approved), filing of request and documentation in the student's file, and completion of leave of absence paperwork.
7. The decision of the Vice President and Dean of Students is final.