



## Exception to the Withdrawal Policy Form

Please submit this completed form to the Records Office. The results of this request will be shared with the Financial Aid and Finance Offices, as well as the Dean of your School. The information you provide is confidential.

Name: \_\_\_\_\_ Student ID (not SS#): \_\_\_\_\_

Email: \_\_\_\_\_ Advisor: \_\_\_\_\_

Requested Semester: \_\_\_\_\_

***This form is intended to be used by students withdrawing from one or more classes in a single semester due to extenuating circumstances. If you do not have an extenuating circumstance or are withdrawing from a course during the allotted timeframe, please complete the online Add/Drop/Withdrawal form through the Richmont website.***

Students requesting to withdraw after the established official withdrawal deadline must submit a formal written request and be able to provide official documentation of extenuating circumstances. This written request and official documentation must be included with this form submission. The information you provide is confidential. Extenuating circumstances may include:

- Medical or mental illness or incapacitation of yourself
- Medical or mental illness or incapacitation of an immediate family member
- Death of immediate family member
- Required Military duty

Granting a backdated withdrawal for extenuating circumstances is a one-time exception. The request must be submitted within 3 months of the end of the semester being considered. Approved requests may not result in a refund of tuition. The withdrawal date (student's last date of attendance) determines any refund. Students should be aware that an exception to the withdrawal deadline may require the student to repay Financial Aid funds to the University.

**A discussion with your advisor is strongly encouraged before submitting this form or requesting an exception to the withdrawal policy. Once you have met with your advisor, please obtain her/his signature below.**

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Are you currently receiving Financial Aid as a student at Richmont?  Yes  No

Will this course drop or withdrawal result in less than 6 credit hours registered for the semester?  Yes  No

If you answered yes to BOTH above questions, you are required to have a discussion with Laura Lillard, Director of Financial Aid, and obtain her signature below. She may be reached at 423-648-2675 or financialaid@richmont.edu.

Director of Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your withdrawal "grade" is determined by the Academic Calendar:

- Through the end of the Week 1 of the semester, courses will be deleted from your academic record.
- Through the end of the Week 4 of the semester, a W grade will be applied for all courses.
- Effective Week 5, your grade will be WP (Withdrawal Passing) or WF (Withdrawal Failing) as determined by your instructor.
  - WF grades are calculated in the same manner as F grades.
  - The Records Office will reach out to your instructor to obtain this grade following receipt of this completed form. You may expedite processing by requesting your instructor to send this information to the Records Office directly.

Eligibility for a refund is determined by the Academic Calendar and the student's receipt of financial aid (if applicable). Any refund is contingent on the date this withdrawal request is received complete and processed by the Records Office, not the date it was initiated by the student. Please see the Finance Office for detailed refund information.

**Have you attached your formal written request? \_\_\_ Yes \_\_\_ No**

**Have you attached official documentation of extenuating circumstances? \_\_\_ Yes \_\_\_ No**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_