

## Physical or Financial Hardship Withdrawal Policy

If a student is unable to successfully complete his or her courses due to documented financial, physical, or mental health reasons, he or she may request a hardship withdrawal through the Office of the Dean of Students. Students may request a hardship withdrawal when the emergency or situation that they are experiencing makes it impossible for them to continue in the course(s) for which they are registered.

Examples of physical or financial hardship shall include, but are not limited to:

- Serious injury or illness;
- Chronic illness;
- Medical issue of a family member in which the student has to become the part-time or full-time caretaker of that family member;
- Mental health condition;
- Sudden or consistent lack of transportation, which impedes the student's ability to attend class;
- Significant cost of living increase

Before requesting a physical or financial hardship withdrawal, students need to understand the following:

- Hardship withdrawals can only be requested after the official withdrawal/drop period.
- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Hardship withdrawals are processed according to the last date of class attendance. The Dean of Students Office will contact instructors to establish the last date of class attendance.
- A student who files, or attempts to file, a fraudulent application for a hardship withdrawal (e.g. to avoid a potential or pending poor or failing grade, avoid potential or pending disciplinary action or bypass current policies or processes) will be considered in violation of the [First Institute Training & Management's Code of Conduct](#) and subject to disciplinary sanctions.

Students experiencing a physical or financial hardship who wish to appeal tuition charges and/or fees are encouraged to complete [this form](#). **Supporting documentation related to the physical or financial hardship is required.**