



REQUEST FOR MEDICAL WITHDRAWAL

Request a withdrawal from courses after the withdrawal period has ended.
A medical withdrawal will not generate a refund or cancel a financial obligation for courses.

Last Name: _____ First Name: _____ MI: _____
Student ID: _____ DOB: _____

1. Indicate the term/year for which a withdrawal is requested: Summer Fall Spring Year: _____

2. Explain the circumstances of the illness or injury, or the loss of an immediate family member, that you experienced during the semester which prevented you from completing your courses:

3. List courses for which withdrawals are requested due to illness/injury or loss of an immediate family member:

<u>CRN</u>	<u>Course #</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Attach appropriate documentation to support your request (hospital records/physician’s statement or family member’s funeral notice/obituary).

5. **Financial aid recipients:** Contact the Office of Financial Aid at finaid@jeffco.edu or 636-481-3212 prior to submitting your request, to discuss how your financial aid standing/award may be affected.

6. Submit form with documentation attached to the Registrar’s Office.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Received in Registrar’s Office: _____

Withdrawal Approved: Yes No Date Processed: _____

Dean’s Waiver Issued: Yes No Effective Term/Year: _____ Value: _____

Registrar Signature: _____ **Date:** _____

JEFFERSON COLLEGE
MEDICAL WITHDRAWAL INFORMATION

If a student is unable to continue participation in classes because they or an immediate family member have become seriously ill or injured, or the student has lost an immediate family member during the semester, they are advised to withdraw from classes to avoid receiving failing grades. If the illness, injury, or loss of family member occurs after the withdrawal deadline has passed, the student may then submit a **Request for Medical Withdrawal**. Withdrawal dates are available in the [Jefferson College Class Schedule](#), under Add/Drop/Withdrawal Deadlines.

Please note that an approved medical withdrawal will not generate a refund of tuition charges and fees paid or remove a balance for assessed tuition charges and fees. A withdrawal, or “W” grade, will be posted on the student’s transcript for each withdrawn course, and the courses will still count into attempted credit hours for financial aid purposes.

Attention Financial Aid Recipients! Contact the Financial Aid Office prior to withdrawing from classes to find out how your financial aid 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 the **Request for Medical Withdrawal** form and explains the circumstances of the injury or illness, or loss of family member that prevented them from completing their courses.
2. The student attaches documentation to support the request. Appropriate documentation would be hospitalization records or a physician’s statement on their office letterhead which includes the nature of the illness or injury and the dates of treatment during the semester in question, or an immediate family member’s obituary or funeral notice. Requests submitted without documentation will be denied.
3. The student submits the **Request for Medical Withdrawal** form and documentation to the Registrar’s Office. The paperwork may be submitted via email from a student’s MyJeffco address to lfergus1@jeffco.edu or swilson@jeffco.edu, turned in at the JCA front counter or the Enrollment Services counter at JCH, or mailed to the Registrar’s Office, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050. Requests must be received before the end of the term that immediately follows the semester in question.
4. The Registrar reviews the request to determine if a medical withdrawal is applicable.
5. If approved, the Registrar will complete all processing for the request.
6. If a student did not receive federal or state gift aid and their balance has been paid in full, the student may be eligible for a Dean’s Waiver. The waiver would allow the student to re-enroll in the courses the following semester without having to pay tuition charges again.
7. A notification letter stating the outcome of the request is sent to the student within 30 days of submission.