



# HARDSHIP WITHDRAWAL PROCESS

3028 Lindbergh Avenue  
Bellingham, WA 98225-1599

Fax Number: 360.752.7099  
Email Address: ABlick@btc.edu

The purpose of the Hardship Withdrawal is to recognize unavoidable circumstances which prevent you from successfully completing your classes. The Hardship Withdrawal process is not meant as a way for students who attend for most of the quarter to avoid earning an unsatisfactory grade. Course performance and final grades/expected grades are not taken into consideration when making a determination. Most common circumstances are:

- Unanticipated student medical emergencies (not short-term or chronic illnesses)
- A call to active military duty
- An emergency or family crisis such as injury or death in the family, fire or flooding of residence, etc.

## **Before Petitioning for Hardship Withdrawal consider these options:**

- Discuss your concerns with your instructor(s). They want to help you to succeed.
- Request an Incomplete grade prior to end of quarter from your instructor if at least 75% of the course requirements have been completed.
- Officially withdraw by the Last Date to Withdraw published on the College Calendar located at [www.btc.edu/Calendar](http://www.btc.edu/Calendar). For short classes, the withdrawal deadline is based upon the start date, end date, and 75% of instructional days.

**IMPORTANT: If you receive financial aid, consult that office BEFORE you withdraw or request an Incomplete grade.**

**If, after careful consideration, you decide to petition for a hardship withdrawal:**

- 1. Complete and sign the Petition for Hardship Withdrawal.**
- 2. Requests for tuition/fee refunds are only allowable for a documented:**
  - serious, unanticipated medical situation that makes it physically impossible for you (the student) to complete the quarter, or
  - call to active military service.
- 3. Medical and Military Call Up withdrawal requires documentation by a third party (physician or military commander). Your petition cannot be accepted without this documentation.**
- 4. Petitions for withdrawal must be submitted to the Director of Registration and Enrollment for consideration before the quarter ends.**

Instructors may be contacted to verify attendance and/or performance in classes.

If your request is approved, all enrolled classes remain on your academic transcript with “W” grades.

Once a Hardship Withdrawal has been reviewed and a determination made, students will be notified in writing by the Registration Office.



Received in Registration \_\_\_\_\_

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# PETITION FOR HARDSHIP WITHDRAWAL

for \_\_\_\_\_ Quarter, 20\_\_\_\_

Name \_\_\_\_\_ ctcLink ID Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip Code*

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Select the appropriate type of withdrawal petition below. You must complete the applicable sections of this form and supply the required documentation.

- 1.  **I am petitioning for a hardship withdrawal from all of my classes due to a medical emergency**  
(Applies to student only.)
  - I do seek a tuition/fee refund.       I do not seek a tuition/fee refund.
  - I have withdrawn from all my classes already.
  - I have not yet withdrawn from all my classes.  
(Attach a signed ADD/DROP Form listing your classes.)

You must complete the applicable sections of the next page of this form, and supply the required documentation (see details on the next page).

**Your physician must sign the next page of this form.**

- 2.  **I am petitioning for a hardship withdrawal from all of my classes due to a call to military duty.**
  - I do seek a tuition/fee refund.       I do not seek a tuition/fee refund.
  - I have withdrawn from all my classes already.
  - I have not yet withdrawn from all my classes.  
(Attach a signed ADD/DROP Form listing your classes.)

You must complete the applicable sections of the next page of this form, and supply a copy of military orders or a letter from your commanding officer.

- 3.  **I am petitioning for a hardship withdrawal from all of my classes due to a non-medical, non-military hardship** (i.e. family emergencies, natural disasters). Tuition/fee refunds are **not** allowable for non-medical/non-military hardship.
  - I have withdrawn from all my classes already.
  - I have not yet withdrawn from all my classes.  
(Attach a signed ADD/DROP Form listing your classes.)

You must complete the applicable sections of the next page of this form, and supply the required documentation such as a divorce decree, official media documentation, copy of a death certificate, counselor's letter, etc. (Examples of non-medical/non-military hardships include: death of a family member, divorce, acute illness of a family member requiring student to become the primary caregiver, fire or flooding of residence).



# PETITION FOR HARDSHIP WITHDRAWAL cont'd

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**REQUIRED:** Describe the extenuating circumstances which require your withdrawal from classes. **Note:** Lack of awareness of deadlines, failure to officially withdraw, registering incorrectly via the Web, not monitoring your class waitlist status, online classes are not working out for you, and negative GPA impact are not considered to be extenuating circumstances.

**Medical hardship documentation:**

Attach a separate statement **on office letterhead** from your physician. The statement must include:

1. Student's name.
2. Physician's name and signature.
3. Date student consulted with or sought treatment and duration of illness.
4. Brief statement of medical situation and why it prevented the student from continuing school attendance for the remainder of the academic term.

**Your physician must also sign this Petition below:**

Bellingham Technical College has a withdrawal policy that allows students who have experienced a serious, debilitating physical/mental medical condition that makes it physically impossible for them to complete the quarter to withdraw from all classes and request a refund of tuition and fees. This policy is designed to allow for unanticipated situations that prevent a student from completing his/her academic obligation and *is not intended for short-term illnesses or for chronic or otherwise known conditions that pre-existed the beginning of an academic quarter.*

**Physician's Attestation:**

I have read the above information and understand the purpose of this request, as well as the serious nature associated with altering a student's permanent academic record and refunding tuition and fees paid.

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand that this Petition, an ADD/DROP Form, and supporting documentation must be submitted by the last day of the quarter.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Withdrawal:     approved     denied     N/A

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

Tuition Refund:     approved     denied     N/A

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_



# ADD / DROP Form

Bellingham  
TECHNICAL  
COLLEGE

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state and federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, tax credits, academic transcripts, assessment or accountability research.

This form must be received in Registration by the last day to withdraw ([www.btc.edu/calendar](http://www.btc.edu/calendar)). For short classes, the withdrawal deadline is based upon start date, end date, and 75% of instructional days.

3028 Lindbergh Ave., Bellingham, WA 98225

Call: 360.752.8350 / Fax: 360.752.7099 / Email: [registration@btc.edu](mailto:registration@btc.edu)

Today's Date		ctcLink ID #		Legal Last Name		Legal First Name		Middle Initial	
Birth Date (mmddyyyy)		Mailing Address – Street				City		State	Zip Code
Quarter, Year		Phone Number			Email Address				
DROP Class #	DROP Class Title (i.e. ENGL& 101)		End Date	ADD Class #	ADD Class Title (i.e. ENGL& 101)		End Date		
Student Signature			Date	Are you leaving BTC? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Instructor Signature			Date	<b>If you are requesting an exception to the refund policy, attach a detailed request. Submit a Petition for a Hardship Withdrawal if appropriate.</b>					
Last Date of Attendance:			Date	Exception Signature		Date: _____			
Received in Registration Date/Time			Initials	Exception Signature		Date: _____			
Change Completed Date/Time			Initials	Exception Completed		Percentage: _____			

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call (360) 752-8354. H:\Forms\Registration Forms\CURRENT VERSION\2022 updates\Add Drop Rev. 6.10./22

### STATE FUNDED CREDIT CLASS REFUND POLICY

- 100% refund if a student withdraws from a class through the 5<sup>th</sup> instructional day of the quarter.
- 50% refund if a student withdraws after the 5<sup>th</sup> instructional day through the 20<sup>th</sup> calendar day of the quarter.

### CLASSES WITH START AND END DATES OTHER THAN THE START AND END OF THE QUARTER

- Refunds for state supported classes which start before or after the regular quarter begins will be processed in proportion to the tuition and fee refund percentages above. Refund deadlines may differ for classes with different start dates, including Washington Online classes and classes which start mid-quarter.
- Refunds for state supported classes which are shorter than the full quarter and begin any time during the quarter will be processed in proportion to the tuition and fee refund percentages above.
- State Supported classes which meet only once must be dropped prior to the class meeting time to be refund eligible.

***Instructional Days are defined as days the College is in session, not including weekends or scheduled holidays.***

***Calendar Days are defined as all days the College is in session, including weekends and scheduled holidays.***

### \*\*SELF SUPPORT CLASS REFUND POLICY

- 100% refund if drop is submitted by midnight **two calendar days prior** to the start date of the class.
- There are NO refunds after midnight two calendar days prior to start date of the class. A signed Add/Drop form is required to drop/withdraw after midnight two calendar days prior to the start date.

### CANCELLED CLASS REFUNDS

- A 100% refund will be made when Bellingham Technical College cancels a class.

### REFUND INFORMATION – How to drop, withdraw, petition

- Students are usually able to drop classes online during the 100% refund period or submit an Add/Drop form to the Registration office for assistance. After that time, an Official Withdrawal is required.
- An Official Withdrawal is defined as when a student has submitted a completed Add/Drop form to the Registration Office before the withdrawal deadline. The refund will be calculated based on the date the form is **submitted** rather than the last day of attendance. No refund of tuition and fees will be made beyond the current quarter.
- Students who fail to attend or stop attending a course or program without notice, and do not officially withdraw will forfeit all claims to the refund of tuition and fees, and may receive a failing grade of F. The College may drop students in courses who fail to pay at the time of registration or by the tuition and fee payment due date.
- Refunds for Financial Aid students may be adjusted based on the type of aid received. Contact the Student Financial Resources Office at **360.752.8351** for any questions.
- Petitions for exceptions to the refund policy must be submitted in writing to the Director of Registration and Enrollment for determination. Required documentation for consideration includes an Add/Drop form, a Hardship Withdrawal Form, and supporting documentation. Circumstances warranting an exception are medical reasons or for those called into military service of the United States. All petitions, forms, and documentations must be submitted by the last day of the enrolled quarter.

### PAYMENT OF REFUNDS

- Refunds for payments made by cash or check will be processed through the Business Office and a check mailed within 3 weeks. Refunds for payments made by credit card will be processed back to the credit card in 2 business days. Outstanding debts to the college will be deducted from refunds.
- Refund amounts are based on prior full payment of tuition and fees. If you have not paid in full, you may still owe a balance if you withdraw from your class during a partial refund period.

**\*State Funded Courses**—supported with State funds.    **\*\*Self Support Courses**—supported by student fees.