

EMERGENCY WITHDRAWAL REQUEST - SPU STUDY ABROAD

Guidelines for Petition for Emergency Withdrawal

Students who experience a physical and/or mental debilitation, death or serious illness in the immediate family, severe financial hardship or other extenuating circumstances beyond their control before or while participating on a SPU study abroad program can submit a Petition for Emergency Withdrawal to the SPU Study Abroad Office. When granted, the Emergency Withdrawal may allow for full or partial relief from the financial obligations to and/or enrollment in the program. Successful petitions generally include evidence that something has changed beyond student's control since the moment the contract was signed.

Petitions are reviewed on a case-by-case basis by a committee. A partial or complete release of obligations may not result in a refund of monies already spent or forgive payments past due. The student will be informed in writing once a final decision has been made about her or his petition.

Petitions must be filed promptly after the occurrence of the hardship situation and no later than the close of the academic term in which the hardship occurred. Only in rare circumstances will a petition be considered after the close of the affected academic term. Only complete petitions will be reviewed by the committee.

In order to be considered, this Petition for Emergency Withdrawal must include:

- Withdrawal forms: signed Guidelines for Petition and Withdrawal Form (both pages of this document).
- One page statement clearly outlining the details of the petition and how the hardship situation affected your ability to participate in your international program or exchange. Be sure to outline what changes beyond your control occurred after signing the program's contract.
- Reduction of program fees and outcome requested (include in your written statement).
- Adequate and verifiable documentation to support the veracity of the student's claim. This documentation must be written on official letterhead and should include an address and phone number for verification purposes.

All petitions are confidential.

I am unable to complete the course due to physical and/or mental debilitation or unusual or extenuating circumstances beyond my control. I have reviewed the *Guidelines for Petition for Emergency Withdrawal* listed above and outlined the details and specific circumstances supporting my request for withdrawal. I have provided documentation verifying my situation and attest to its accuracy and truthfulness.

Student signature: _____ **Date:** _____

Printed name: _____

To proceed, please complete the attached form, your written statement and supporting documentation. Completed petitions can be emailed, faxed or submitted in-person:

Study Abroad Office
Seattle Pacific University
3307 3rd Ave West
Marston Hall 245 or 247
Seattle, WA 98119
Tel: 206-281-2853 Fax: 206-281-2335
Open: Monday – Friday, 10am to 4pm
studyabroad@spu.edu

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Student Name:				
SPU email:		SPU Student ID:		
Name of program & location				
Withdrawal from the following term(s) (Please circle one):				
AUTUMN	WINTER	SPRING	SUMMER	GLOBAL SEMINAR
Calendar year(s):				

By signing and submitting this form, I request that the SPU Study Abroad Office withdraw me from participation and enrollment in the international opportunity indicated above. My withdrawal will take effect on the date this request is received by the SPU Study Abroad Office. If I withdraw and do not complete the academic term in progress, I understand a "W" will be reported on my transcript for all courses for which I am concurrently enrolled.* If I complete the current academic term, but withdraw from a future academic term, my grades and credits for courses taken will be reported on my SPU transcript.

I understand and agree to these conditions as well as the concurrent enrollment and withdrawal policies specific to my program. I am aware of the financial consequences of my withdrawal outlined in my program payment contract. If I received a scholarship or financial aid for my studies abroad, I may be required to return these funds. I understand that I am responsible for paying all fees associated with my program on time while my request for emergency withdrawal is pending. I acknowledge that failure to do so will result in late fees and other consequences. Should the committee grant my request for emergency withdrawal and deem it appropriate for a reduction in fees, any changes will be reflected on my student account.

Student Signature

Date

PLEASE SUBMIT YOUR SIGNED REQUEST by email, mail, fax or in person:

Open Monday – Friday, 10AM to 4PM

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Seattle Pacific University
3307 3rd Ave West – Marston Hall 245 or 247
Seattle, WA. 98119
Tel: 206-281-2853 Fax: 206-281-2335
studyabroad@spu.edu

FOR OFFICE USE ONLY

1. Study Abroad Advisor

Studio abroad database updated / Tag added ☐
 Host university / provider / faculty notified ☐
 Student notified of results ☐
 Petition granted ☐

Initials:

Date:

2. Operations Team

Student withdrawn from enrollment (if applicable) ☐

Initials:

Date:

'W' reported on transcript (if applicable) ☐

Initials:

Date:

3. Fiscal Team

Scholarship returned (if applicable) ☐
 W/D fees charged ☐

Initials:

Date:

Notes to/from Fiscal Team:

W/D Fees Charged: \$_____ - Fees Student Already Paid _____ + Study Abroad Fee Charged \$_____

= Grand Total Charged \$_____