

# 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 SPU Study Abroad. If granted, the Emergency Withdrawal may allow for relief from the financial obligations to and/or enrollment in the program. However, a partial or complete release of obligations may not result in a refund of unrecoverable expenses or forgive payments past due. Successful petitions 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. 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 30 days after the last day of the program. Only in rare circumstances will a petition be considered after this time. 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 study abroad program. Be sure to outline what changes beyond your control occurred after signing the program's contract.
- 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:

**SPU Study Abroad**  
**Seattle Pacific University**  
**3307 3<sup>rd</sup> Ave West**  
**Lower Moyer B11 or B12**  
**Seattle, WA 98119**  
**Tel: 206-281-2853 Fax: 206-281-2335**  
**Open: Monday – Friday, 10am to 4pm**  
[studyabroad@spu.edu](mailto:studyabroad@spu.edu)

# EMERGENCY WITHDRAWAL REQUEST - SPU STUDY ABROAD

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

By signing and submitting this form, I request that SPU Study Abroad withdraw me from participation and enrollment in the study abroad program indicated above. My withdrawal will take effect on the date this request is received by SPU Study Abroad. 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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FOR OFFICE USE ONLY		
<b>1. Study Abroad Advisor</b>		
Studio abroad database updated / Tag added <input type="checkbox"/> <input type="checkbox"/> Host university / provider / faculty notified <input type="checkbox"/> <input type="checkbox"/> Student notified of results <input type="checkbox"/> <input type="checkbox"/> Petition granted <input type="checkbox"/> <input type="checkbox"/>	<b>Initials:</b>	<b>Date:</b>
<b>2. Operations Team</b>		
Student withdrawn from enrollment (if applicable) <input type="checkbox"/> <input type="checkbox"/>	<b>Initials:</b>	<b>Date:</b>
'W' reported on transcript (if applicable) <input type="checkbox"/> <input type="checkbox"/>	<b>Initials:</b>	<b>Date:</b>
<b>3. Fiscal Team</b>		
Scholarship returned (if applicable) <input type="checkbox"/> <input type="checkbox"/> W/D fees charged <input type="checkbox"/> <input type="checkbox"/>	<b>Initials:</b>	<b>Date:</b>
Notes to/from Fiscal Team:		
W/D Fees Charged: \$ _____ - Fees Student Already Paid _____ + Study Abroad Fee Charged \$ _____		
= Grand Total Charged \$ _____		