

**REQUEST FOR MEDICAL WITHDRAWAL FROM WOU**

**This process is only for students requesting a full and complete medical withdrawal from WOU (see policy on next page for all details related to this process).**

Full name (print) V#

Last Name First Name Student Identification Number

Mailing address Phone

Street Address or PO Box

City State ZIP Country

Email Term and year withdrawal requested

Term Year

**REQUIREMENT: Please attach supporting medical documentation with this form**

Supporting documentation must come from a licensed medical or mental health provider and includes items such as medical records (ie. emergency room, hospital stay, details from clinical appointments, etc.) which are also accompanied by an official letter stating inability to attend classes for an extended period of time over the course of a term. No medical withdrawal requests will be evaluated without supporting documentation.

**BEFORE YOU FINALIZE YOUR DECISION**

Obtaining a Medical Withdrawal from the university is a major decision. Other alternatives may be more beneficial to you than a medical withdrawal from school. WOU faculty and staff are available to help you with this decision. See your advisor, Student Success and Advising, the Associate Vice President/Dean of Students or the office of the Vice President for Students Affairs for guidance.

**I hereby request a medical withdrawal from WOU as a student and request a refund of tuition and fees, if applicable, as established by the administrative rule process. My medical documentation is attached.**

**STUDENT SIGNATURE**

***Bring this form to the Associate Vice President/Dean of Students Office (Ackerman Hall – University Housing)***

Associate Vice President/ Dean of Students □ Approved □ Denied

**For office use only:** If approved:

Date stamp: □ Letter sent to student

□ Hold placed on account

□ CCs emailed

**MEDICAL WITHDRAWAL POLICY AND PROCEDURE**

**POLICY:**

A student may request a medical withdrawal from the university without being responsible for grades at any point during the academic term. Based on the information presented, the Associate Vice President/Dean of Students will determine whether to grant this request. A student may also apply for a retroactive medical withdraw (withdrawing from a previous term) without academic penalty **only** if mitigating circumstances existed (accident, prolonged illness, etc.), preventing the student from applying for medical withdrawal at the time. Verification, with supporting documentation (information from a licensed medical or mental health provider which are also accompanied by an official letter from the provider) stating inability to attend classes for an extended period of time must be submitted in both cases for consideration. Generally a student will not be granted a medical withdrawal for a situation over a full year old. An appeal process is available in any case where a medical withdrawal is denied.

If it is within weeks 1 through 7 of the term and you intend to withdraw regardless of the outcome of your medical request, please login to Wolf Web and drop/withdraw all courses. Prompt action will ensure your academic and financial record reflect the earliest withdrawal date possible.

If you do not intend to withdraw unless your medical request is approved you should remain enrolled in your courses and be prepared to complete the term should your request not be approved. Be aware that if the request is not approved and you decide to withdraw at that time, the academic and financial outcome will reflect the date that you withdrew.

**PROCEDURE:**

* Complete the medical withdrawal form
* Gather all supporting documentation and include it with the form
* Submit this form and the supporting documentation to the Associate Vice President/Dean of Students office (Ackerman Hall – University Housing). All determinations related to the medical withdrawal will be based upon the date the form is received.

**FINANCIAL AID REPAYMENT:**

Financial aid recipients granted a medical withdrawal before the 60% point of the term may be required to repay some or all of the aid they received for the term.  Students earn aid based on the number of days in attendance each term.  All dropped/withdrawn courses require documentation of class attendance in order to maintain aid eligibility, prior to any aid recalculation.  Additional information about withdrawing and financial aid is available online at [www.wou.edu/finaid](http://www.wou.edu/finaid) or in the Financial Aid Office.

**REFUNDS:**

Tuition and fee refunds are based on a refund schedule established by Western Oregon University. A copy of the refund schedule is available from the Office of Business Services during normal business hours or online at <http://www.wou.edu/business/tuition-fees/concerning-refunds/>.

Students granted a medical withdrawal during the current term will generally receive the refund amount the step higher than the posted schedule. For example, if a student receives a medical withdrawal during the term when the posted refund schedule provides a 25% refund, the student will receive the next step up or a 50% refund. The largest refund a student will receive after the first week of classes is 87.5%. The University Bursar may consider exceptions when properly evidenced mitigating circumstances exist.

If the medical withdrawal results in a refund, the refund will be applied to accounts due to the Western Oregon University. The remaining balance, if any, will be sent to the student.

**Office of the Associate Vice President/Dean of Students**

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