



Office of the Dean of Students
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 Augusta, GA 30912
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HARDSHIP WITHDRAWAL REQUEST

When a student experiences an unexpected occurrence in their life that is beyond his/her control and causes extreme duress, the student may request a hardship withdrawal for **all** courses for the current semester. Hardship withdrawals should fall into one of two categories: personal (e.g. severe medical illness within immediate family, death of an immediate family member, arrest of immediate family member, divorce, etc.) or financial (e.g. loss of sole-supporting job, mandatory job changes, loss of housing).

Student Name: _____ ID: _____

Semester/Year: _____ Last Date of Attendance: _____ Major: _____

Full Withdrawal: Reason for Withdrawal: _____

AU Housing Resident: Yes No Receiving Financial Aid: Yes No

Receiving Military Benefits: Yes No AU Athlete: Yes No

COURSE

PROFESSOR

I give the Dean of Students Office permission to contact my professors to process a withdrawal from all courses. I understand that my documentation must be presented with this form and approved and the grade of W, WH or WF will be assigned to my classes upon approval from the professor for each course.

Student Signature: _____ Date: _____

Office Use Only:

Approval: _____ Date: _____

Hardship documentation presented: _____ Forwarded to Registrar: _____

Describe how situation has/have interfered with your academic performance.

When did your hardship-related concerns begin? Describe how these concerns evolved.

Describe what campus-based resources you utilized for the term or semester in question to assist you in support of academic success (i.e. Student Counseling and Psychological Services, Academic Success Center, Testing and Disability Services, Dean of Students office, Student Support and Advocacy, Advisement, Academic Advisement, etc)

With my signature on previous page, I attest to accuracy of the information give and:

- A Hardship Withdrawal would include an emergency, crisis or unavoidable circumstance such as the injury, illness or death of an immediate family member, a fire or other personal disaster, financial (loss of job by the student or head of their household or employer-initiated job change). I understand I am responsible for providing documentation that support my claim of hardship. Documentation may include obituary, funeral program or written documentation from an employer. I understand that it is my responsibility to confirm that the additional required documentation is delivered to the Dean of Students office.
- I acknowledge that if I have questions regarding the financial implication of withdrawal, I will contact Financial Aid prior to the submission of this paperwork.
- I understand that if my hardship withdrawal request is approved and processed, I may owe a balance to the University. Furthermore, I understand that if I fail to pay an unpaid balance on my student account, I will be personally responsible for and agree to pay, all costs and fees.
- I understand the purpose of this policy is to provide academic relief to the student only, not financial relief