



## Medical Withdrawal Request Form

Some health insurance carriers require students to be enrolled for a certain number of credits to remain qualified for benefits. If your health care coverage is dependent on enrollment, please consult with your insurance provider to make an informed decision about whether to file a request for a medical withdrawal. Please make sure to read, understand, and follow the [Steps to Complete to Request a Medical Withdrawal from UW-W](#) and submit ALL required materials with this form to the Dean of Students Office – Andersen Hall AN2130 or email at [deanofstudents@uww.edu](mailto:deanofstudents@uww.edu). Note: An approved medical withdrawal may require proof of readiness for re-entry.

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_

CAMPUS EMAIL (ALTERNATE EMAIL IF CAMPUS EMAIL IS DISABLED): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Check **one** of the following semesters that apply to you:

TERM: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Winterim \_\_\_\_\_ YEAR \_\_\_\_\_

Check **any** of the following categories the apply to you:

\_\_\_\_\_ Intl Student \_\_\_\_\_ Enrolled in Travel Study \_\_\_\_\_ Veteran/Veterans Benefits \_\_\_\_\_ Enrolled in Study Abroad

**PLEASE INDICATE YOU UNDERSTAND THAT IF YOUR APPLICATION IS APPROVED, ALL OF YOUR CLASSES WILL BE DROPPED FOR THE TERM FOR WHICH YOU ARE SEEKING MEDICAL WITHDRAWAL. \_\_\_\_\_ (Initials)**

**If applying for a current semester medical withdrawal - Are you enrolled in an 8 week course or have completed an 8 week course? \_\_\_\_\_ yes \_\_\_\_\_ no If yes, please be sure to note it in your written statement.**

Applicant Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Dean of Students Office Use Only: _____ Approved _____ Denied	
Effective Date: Full Withdrawal _____	Week: _____ Percentage: _____
Reentry CARE Follow-up Required: _____ No _____ Yes	Tuition Refund: _____ No _____ Yes
Financial Aid Recipient: _____ No _____ Yes	Financial Aid Adjustment: _____ No _____ Yes
Comments: _____	
Signature _____	Date _____

Distribution: Financial Svcs, Registrar, Univ Housing, Financial Aid, HawkCard Office, CARE Team, Dean of Students Office  
Department adjustments to be made within 5 business days. Financial Services will make adjustments within 2 weeks.

## STEPS TO REQUEST A MEDICAL WITHDRAWAL FROM UW-WHITWATER

A Medical Withdrawal is granted in rare instances where a student is faced with a **serious and unexpected condition that completely precludes them from being able to function as a student and in which the regular university withdrawal process is not appropriate**. The deadline for the regular university withdrawal is very liberal and students are encouraged to utilize the regular university withdrawal process to ensure withdrawal deadlines are met. Instructions on how to withdraw from a term can be found at [www.uww.edu/registrar/wins/student-wins-how-tos#withdraw-from-a-term](http://www.uww.edu/registrar/wins/student-wins-how-tos#withdraw-from-a-term)

Students may apply for a Medical Withdrawal up to one year after the end of the term in question; however, no tuition refunds will be considered for medical withdrawal applications that are submitted after the semester is completed. To be considered for a tuition refund, the application and all supporting documents must be received before the end of the term for which the student is applying.

### STEPS

- 1.) Complete the Medical Withdrawal application, which can be obtained in the Dean of Students Office (Andersen Suite 2130) or found [online](#). The form must be completed in full and must be accompanied by both a personal written statement and the supporting documentation cited below.

Attach a written statement that **thoroughly** addresses **each** of the following points:

- a. Describe the medical condition/circumstances that required you to withdraw from the university.
- b. Explain **in detail** how/why the medical condition/circumstances prevented you from completing the academic term.
- c. Detail the dates of the onset of your medical condition/circumstances, along with the dates of any treatment you received, if applicable.
- d. If you stopped attending classes, explain why and when. (Please note: nonattendance does not exempt you from academic and financial responsibilities.)
- e. If you stopped attending classes, explain what other campus services you continued to utilize (such as purple points, meal plan, Health and Counseling, attendance at student events).

Make sure that your written statement thoroughly addresses every point (a-e) above. If it does not, your application will not be considered complete.

### Supporting Documentation

- a. You must include a letter from your health care provider(s) or other pertinent sources. The documentation should be on clinic letterhead and your health care provider must address each of the following areas:
  - 1.) Describe the diagnosed medical or psychological condition or circumstances, and indicate when treatment commenced.
  - 2.) Explain how the condition impacts this student. Does it completely preclude the student from attending classes and completing the semester? If so, please describe how and why.

In the case of pre-existing, recurring, or chronic health conditions, documentation must show that the recurrence or worsening of the condition(s) began after initiation of the term for which the withdrawal is requested.

- b. You must provide written confirmation from each of your instructors of your last date of attendance (if you stopped attending classes). The best way to do this is to ask them to send an email message with the information to [deanofstudents@uww.edu](mailto:deanofstudents@uww.edu).
- 2.) Submit all materials to the Dean of Students Office. Only medical withdrawal applications that are complete and contain **all of the above materials** will be reviewed.
- 3.) After the materials are received, your request will be evaluated by the Medical Withdrawal Review Committee and you will be notified when it has been approved or denied. The Medical Withdrawal Review Committee meets once per month and the deadline for the application materials to be complete is three business days in advance of the meeting.

#### IMPORTANT NOTES:

- International students, student athletes, students with a disability, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing from the university are encouraged to meet with the appropriate official (e.g., international student advisor, director of athletics, staff from the Center for Students with a Disability, financial aid advisor, or veteran's benefit coordinator) before withdrawing since there may be legal, certification, and/or repayment consequences associated with doing so.
- Medical withdrawal results in withdrawal from all classes. Students who are considering the medical withdrawal process and wish to drop some, but not all, of their classes for a term should instead contact their course instructors for information about requesting course late drops.
- The Medical Withdrawal Review Committee's decision may result in a full, partial, or no tuition refund. Students are encouraged to monitor their student account for remaining charges, and are responsible for paying their balance in full. University adjustments should be completed within 2 weeks of the Committee's decision.

If withdrawing from the university, please complete the following steps:

- Return your books to Textbook Rental.
- Make arrangements with your Resident Assistant and Complex Director to check out of your room, if living in residence halls. You will be charged until you have removed all of your items and have formally checked out.
- Return parking permit for your vehicle to the Visitor's Center.
- Cancel Food Plan and/or Purple Point Account at the HawkCard Office, UC-250, (262) 472-1437.
- Notify the Veteran's Coordinator, if receiving Veteran's Benefits, at the Registrar's Office, RS-2032, (262) 472-1580.
- Return any borrowed materials from the University Library.
- Pay/fulfill all outstanding bills and university obligations.

All questions, correspondence, and documentation should be addressed to:

Dean of Students Office 800 West Main Street Andersen Suite 2130 Whitewater, WI 53190  
Phone: (262) 472-1533 Fax: (262) 472-1275 [deanofstudents@uww.edu](mailto:deanofstudents@uww.edu)

# MEDICAL WITHDRAWAL: Important Financial Considerations

When pursuing a medical withdrawal, there are important financial ramifications for you to consider. This frequently asked questions document helps address those considerations.

## All students:

- 1) If my medical withdrawal is approved, will I still owe UW-W?
  - a. An approved medical withdrawal does not erase all charges to UW-W and you may still owe charges after the appeal is approved. *If you are a financial aid recipient, please refer to the Financial Aid Recipient section below for additional information.*
- 2) How will I know if I owe UW-W after the appeal decision is made?
  - a. You can view your current charges within the Student Financial Account tile of WINS. We recommend continuing to check your WINS account even after you leave campus as charges can change from month to month.
- 3) Are there other UW-W offices I should notify that I have withdrawn?
  - a. If you have meal plan contract, check with the [HawkCard Office](#) at 262.472.1437; if you have a housing contract, check with the [Housing Office](#) at 262.472.4255; if you are receiving Veteran Education Benefits, check with the [Veterans Services Office](#) at 262-472-4720; if you have a parking permit, check with the [Parking Office](#) at 262-472-1011.

## Financial Aid Recipients:

- 1) Will the medical withdrawal impact my financial aid for the current term?
  - a. When students stop attending all courses for any reason, federal regulations require that we perform a calculation to determine how much financial aid you have earned. This calculation will be performed within two weeks of your medical withdrawal determination and we will send you a letter indicating how much of your financial aid you have earned. This means we may need to return some of your financial aid back to the federal government which could result you in owing funds back to UW-W. You can view more about this policy here: <https://www.uww.edu/financialaid/policies/withdrawals>.
- 2) Will the medical withdrawal impact my future financial aid eligibility?
  - a. Federal regulations require you to maintain Satisfactory Academic Progress (SAP) to remain eligible for financial aid in future terms. One of the three components of SAP is that you need to successfully complete at least 67% of your attempted credits. When you withdraw after the 10th day of the term, the credits you withdraw from will count as attempted credits but not successfully completed credits. For more on the SAP policy, please see here: <https://www.uww.edu/financialaid/policies/academic-progress>.
- 3) Will the medical withdrawal impact when my existing federal loans enter repayment?
  - a. Most loans enter repayment 6 months after you withdraw or drop below the half-time enrollment level (6 credits for undergraduate; 4.5 for graduate). Your loans will therefore enter repayment 6 months after your last date of attendance for the term, unless you reenroll at the half-time level before that 6 months end.
- 4) How do I determine if I have loans that will enter repayment?
  - a. To determine if you have federal student loans that will enter repayment, and to determine who your federal student loan servicer is, log on to [StudentAid.gov](#) using the same username and password you use to complete your FAFSA. If you borrowed from a private lender, contact that lender directly for repayment information.
- 5) Are there other federal loan requirements I should be aware of?
  - a. If you have existing federal student loans, you will be required to complete the online exit counseling at [studentaid.gov](#). The UW-W Student Account Office will contact you about this but you can get a head start here: <https://www.uww.edu/adminaffairs/finance/sfs/exit-counseling>.

## Contact Information:

Student Financial Services Office  
[sfs@uww.edu](mailto:sfs@uww.edu)  
262-472-1373

Financial Aid Office  
[uwwfao@uww.edu](mailto:uwwfao@uww.edu)  
262-472-1130