



## Student Affairs Medical Withdrawal Request Form

A Medical Withdrawal is requested when a student is suffering from a medical condition that prevents the completion of the term. A "W" will be placed on the student's Oregon Tech Transcript. Students who receive a medical withdrawal may be placed on hold until the University can determine that the student is ready to return. **Medical withdrawals can be complete for all courses or partial individual course(s) the student is registered in for the term.** A medical withdrawal must be filed within six months of the end of the term involved. If a student is approved for medical withdrawal, the student may apply for a Tuition Refund Appeal through the Business Affairs Office.

**Supporting medical documentation is required to be attached to this form to be considered for Medical Withdrawal.** The letter in support of your Medical Withdrawal may be written by a physician, counselor or other medical provider, and must provide dates seen and recommend withdrawal from class(es).

I hereby request a Medical Withdrawal.

Campus:	<input type="checkbox"/> Klamath Falls	<input type="checkbox"/> Wilsonville	<input type="checkbox"/> Salem	Today's Date:	
Term and Year Withdrawal is Requested:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:
First and Last Name:	Student ID:				
Mailing Address:	Phone Number:				
Request to Withdrawal:	<input type="checkbox"/> Complete (all courses)		<input type="checkbox"/> Partial (list individual course(s) below)		
List Course(s) you wish to withdraw:	Did you attend at least one class:				
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Do you plan to return to Oregon Tech?	If yes, when do you plan to return?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Term:	Year:		
Personal Statement: <i>Briefly explain your reasoning for a Medical Withdrawal.</i> If statement is longer than space provided, please attach your written statement to this form.					

Student Signature	Date	Vice President for Student Affairs Signature	Date

**BEFORE YOU FINALIZE YOUR DECISION**

Obtaining a Medical Withdrawal from Oregon Tech is a major decision. Other alternatives may be more beneficial to you than a medical withdrawal from the University. Oregon Tech faculty and staff are available to help you in this decision.

**POLICY**

A student may request a medical withdrawal from Oregon Tech without being responsible for grades at any point during the academic term. Based on the information presented, the Dean of Students will determine whether to grant this request. A student may also apply for retroactive medical withdrawal (withdrawing from a previous term) without academic penalty only if mitigating circumstances exist (accidental, prolonged illness, etc.). **Supporting medical documentation is required to be attached to this form to be considered for Medical Withdrawal.** The letter in support of your Medical Withdrawal from Oregon Tech may be written by a physician, counselor or other medical provider. Generally a student will not be granted a medical withdrawal for a situation over six months old.

University Housing and Meal Plan charges will continue to accrue until a student formally checks out with the Housing Office.

**FINANCIAL AID REPAYMENT**

Financial aid recipients granted a medical withdrawal may be required to repay some or all of the aid they received for the term. In addition to payment, students who receive a medical withdrawal may need to appeal to the Financial Aid Office if they wish to be considered for aid in subsequent terms. Additional information about withdrawing and financial aid is available at the Financial Aid Office.

**REFUNDS**

Tuition and fee refunds are based on a refund schedule established by Oregon Tech. A copy of the refund schedule is available from the Business Affairs Office website:

[www.oit.edu/faculty-staff/ba/ar/students/refunds](http://www.oit.edu/faculty-staff/ba/ar/students/refunds)

Students granted a medical withdrawal during the current term will receive the refund amount step on the posted schedule. The Director of Business Affairs may consider exceptions when properly evidenced mitigating circumstances exist. The Tuition & Fee Appeals Form is on the Business Affairs website:

<http://www.oit.edu/faculty-staff/ba/ar/cashiers-office/payment-options-policies-refunds>

If the medical withdrawal results in a refund, the refund will be applied to accounts due to Oregon Tech. The remaining balance, if any, will be sent to the student. The application of a refund to an account due does not absolve the student of responsibility for any remaining amounts due to Oregon Tech.