

EXPLORATION SEMINAR EMERGENCY WITHDRAWAL PETITION

Complete this section (print clearly):

STUDENT NAME:			
UW STUDENT#:		UW EMAIL:	
PROGRAM & LOCATION			

Emergency Withdrawal Guidelines & Criteria (please read carefully)

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 while participating on a UW study abroad program can submit a *Petition for Emergency Withdrawal* to the Exploration Seminar Office. The petition is designed for situations that arise immediately preceding or during the course of the student's international experience that preclude her or his participation. When granted, the *Emergency Withdrawal* may allow for partial relief from financial obligations to the program. Petitions are reviewed on a case-by-case basis.

Typically, Emergency Withdrawal Petitions are *not granted* for the following circumstances:

- Failure to obtain necessary travel documentation in a timely manner.
- Failure to determine ability to pay program expenses at the time of contract signing.
- Decision to participate in another program or opportunity after signing Exploration Seminar contract.

Any reduction in a participant's financial obligation will be dependent on the withdrawal circumstances as well as the financial commitments and expenses incurred by the program at the time of withdrawal. Participants seeking emergency withdrawal will be informed in writing by the Exploration Seminars once a final decision has been made about their petition.

Petitions for emergency withdrawal should be filed promptly after the occurrence of the hardship situation. Only in rare circumstances will a petition be considered after the close of the affected academic term. All petitions are confidential. Completed petitions should be mailed or submitted in-person to:

**UW Exploration Seminars • 459 Schmitz Hall • Box 355815
University of Washington • Seattle, WA. 98195 • Fax: 206-221-0218**

To Petition for Emergency Withdrawal:

- Submit this form and along with a **personal statement** outlining the reasons for emergency withdrawal.
- Attach adequate and verifiable supporting documentation of the hardship incurred.

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 and Criteria for Emergency Withdrawal and provided details and documentation supporting my request for emergency withdrawal. I attest to the accuracy and truthfulness of the information provided.

Student Signature: _____

Date: _____

FOR EXPLORATION SEMINAR OFFICE USE ONLY

<input type="checkbox"/> Student notified of changes	Date:	Initials:
<input type="checkbox"/> Fin Aid notified	Date:	Initials:
<input type="checkbox"/> Exploration Seminar Database Updated	Date:	Initials:
<input type="checkbox"/> Student unenrolled	Date:	Initials:
\$_____ Program Fee Due	Date:	Initials: