

# **GUIDELINES FOR PETITION FOR EMERGENCY WITHDRAWAL FROM UNIVERSITY OF WASHINGTON STUDY ABROAD PROGRAMS**

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 International Programs & Exchanges Office. The petition is designed for situations that arise during the course of the student's international experience that preclude her or his continued participation. When granted, the *Emergency Withdrawal* may allow for a full or partial relief from the financial obligations to the program.

Petitions are reviewed on a case-by-case basis. If approved, the student may be released from her or his future enrollment and financial obligations to the program. This release, however, will not result in a refund of monies already spent or forgive payments past due. The student will be informed in writing by the IP&E once a final decision has been made about her or his petition.

Petitions must be filed promptly after the occurrence of the hardship situation and no later than the close of the academic term in which the hardship occurred. Only in rare circumstances will a petition be considered after the close of the affected academic term.

In a statement of no more than one page, the petition should outline the reasons for withdrawal. In all cases, adequate and verifiable supporting documentation must be supplied with the petition. All petitions are confidential.

To proceed, please complete the attached form, your written statement and supporting documentation. Completed petitions should be mailed or submitted in-person to:

**International Programs & Exchanges  
University of Washington  
459 Schmitz Hall, Box 355815  
Seattle, WA. 98195-5850**

**PETITION FOR EMERGENCY WITHDRAWAL FROM A  
UNIVERSITY OF WASHINGTON STUDY ABROAD  
PROGRAM**

**Student Name:**

**Student #:**

**Study Abroad Program:**

**Academic Year:**

**Mailing address:**

**Daytime phone number:**

**Email address:**

**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 for Petition for Emergency Withdrawal* and outlined the details and specific circumstances supporting my request for withdrawal. I have provided documentation verifying my situation and attest to its accuracy and truthfulness.**

**Student signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Please submit all materials to:**

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University of Washington  
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