

EMERGENCY WITHDRAWAL REQUEST – UW STUDY ABROAD

Students who experience an unanticipated change in financial situation, medical emergency, death, or unusual circumstances beyond your control, before or while participating on a UW study abroad program can submit a Petition for Emergency Withdrawal to UW Study Abroad. If granted, the Emergency Withdrawal may allow for full or partial relief from the financial obligations to and/or enrollment in the program.

In order to be considered, this Petition for Emergency Withdrawal must include:

- Emergency Withdrawal Petition Form (both pages of this document)
- Personal Statement
- Supporting Documentation
- Healthcare Provider Form (if applicable, download from the [UW Study Abroad Website](#))

Useful Tips

- Use clear, descriptive language to explain your circumstances.
- Be as specific as possible.
- Include a timeline of events leading to your request.
- Provide verifiable facts that substantiate your claim.
- Explain what happened/what changed, and why.
- Provide official supporting documentation (e.g. on letterhead) that pertains to the situation.
- The petition must be authored by you, not your parent or guardian.

An Emergency Withdrawal is unlikely to be granted under the following claims and conditions:

- You did not understand the financial obligations
- You were not eligible for financial aid or did not receive the amount you expected
- You did not receive a scholarship
- You were selected for another opportunity (study abroad program, job, internship, etc.)
- Your academic plans changed
- Your petition did not include verifiable supporting documentation
- Your petition includes ambiguous or unclear documentation

How the Emergency Withdrawal Petition Process Works

- Submit your emergency withdrawal petition to your program manager in UW Study Abroad. The office is open Monday through Friday, 10am to 4pm, 459 Schmitz Hall. You may also submit your petition by email (studyabroad@uw.edu).
- The Emergency Withdrawal Committee will review all submitted petitions.
- The committee meets on the first Thursday of every month. For a petition to be reviewed on this date, the petition must be received by Thursday of the prior week.
- A member of the Emergency Withdrawal Committee will communicate the committee's decision to you within one week of the committee meeting.
- An appeal may be submitted to the Director of UW Study Abroad within 30 days of notification of the committee's decision.

An emergency withdrawal petition will be considered for up to one year from the date you signed the original program payment contract.

All petitions are confidential.

I am unable to complete the program due an unanticipated change in financial situation, medical emergency, death, or unusual circumstances beyond my control. I have read and understand the information above and have 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

Printed name: _____

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Student Name:				
UW Email:		UW Student #:		
Name of Program/Exchange:		Location:		
Program/Exchange Term(s) (Please circle):				
EARLY FALL	AUTUMN	WINTER	SPRING	SUMMER
Calendar Year(s):				

By signing and submitting this form, I request that UW Study Abroad withdraw me from participation and enrollment in the international opportunity indicated above. My withdrawal will take effect on the date this request is received by UW Study Abroad. If I withdraw and do not complete the academic term in progress, I understand a “W” will be reported on my transcript for all courses for which I am concurrently enrolled.* If I complete the current academic term, but withdraw from a future academic term, my grades and credits for courses taken will be reported on my UW transcript.

I understand and agree to these conditions as well as the concurrent enrollment and withdrawal policies specific to my program or exchange. I am aware of the financial consequences of my withdrawal outlined in my program payment contract. If I received a scholarship or financial aid for my studies abroad, I may be required to return these funds. I understand that I am responsible for paying all fees associated with my program on time while my request for emergency withdrawal is pending. I acknowledge that failure to do so will result in late fees and other consequences. Should the committee grant my request for emergency withdrawal and deem it appropriate for a reduction in fees, any changes will be reflected on my student account.

Student Signature

Date

*Students wishing to withdraw after the 7th week of a full-term program or after the 3rd week of a one or two-month program may not be eligible to withdraw and should contact UW Study Abroad for details.

**PLEASE SUBMIT YOUR SIGNED
REQUEST by email, mail, fax or in person:
Open Monday – Friday, 10AM to 4PM**

**UW Study Abroad
459 Schmitz Hall, Box 355815
Seattle, WA 98195-5815
Tel: 206-221-4404 Fax: 206-685-3511 | studyabroad@uw.edu**

FOR OFFICE USE ONLY

1. Study Abroad Program Manager

- ☐ Studio abroad database updated / Tag added
- ☐ Host university / provider / faculty notified
- ☐ Student notified of results
- ☐ Petition granted

Initials:

Date:

2. Operations Team

- ☐ Student withdrawn from enrollment (if applicable)

Initials:

Date:

- ☐ ‘W’ reported on transcript (if applicable)

Initials:

Date:

3. Finance and Administration Team

- ☐ UW Scholarship returned (if applicable)
- ☐ W/D fees charged

Initials:

Date:

Notes to/from Finance and Administration Team

Program type: _____

W/D fees owed:

☐ Early Fall ____% ☐ Autumn ____% ☐ Winter ____% ☐ Spring ____% ☐ Summer ____%

☐ Study Abroad Fee Owed: \$ _____