

Physical and Financial Hardship Appeal Request Form



Student Statement of Extenuating Circumstances

In order to be considered for a Physical and Financial Hardship Appeal, the following must be true:

- The student has officially withdrawn from the classes and was not assigned a grade on the transcript, including "WF" Not showing up to class does not mean the student was officially withdrawn. Please check records before submitting appeal.
- The student has completely filled out the entire appeal and attached documentation to verify the situation.

Incomplete forms will be returned. Please see page 2 for instructions.

STUDENT NAME (PRINT) _____

STUDENT ID NUMBER _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

CELL PHONE _____

HOME PHONE _____

MTI EMAIL _____

PROGRAM OR COURSE NAME _____

The purpose of the Physical and Financial Hardship Appeal is to determine eligibility for an adjustment to the student account for courses withdrawals as a result of physical or financial hardship. Tuition credit can only be granted to individuals who incurred the expense and are non-transferrable to others.

Your appeal will be processed through the Student Accounts Department. If you have received financial aid / student loans you may not be eligible for a credit.

**Reason for request for tuition credit or drop fee waiver
(Please explain your situation in detail below. Don't forget to attach documentation.)**

STUDENT'S SIGNATURE _____

DATE _____

You must complete the following steps to request Physical and Financial Hardship Appeal



- Be officially withdrawn from the course/program
- Complete physical and financial hardship appeal request form
- Provide appropriate documentation

Types of hardship include but are not limited to:

- serious injury or illness
- chronic illness
- death of an immediate family member
- medical issue of a family member in which the student must become a part-time or full-time caretaker
- mental health condition
- sudden or consistent lack of transportation issue
- significant cost of living increase
- military reassignment (military personnel or spouse)
- other circumstances deemed acceptable by the Hardship Appeal Committee

The committee will not consider appeals related to academic success in the class, issues with the instructor, travel, childcare or work schedule unrelated to a documented financial or physical hardship as stated above.

Tuition credit can only be granted to individuals who incurred the expense and are non-transferrable to others. The credit cannot be used toward balances related to refunds or book/supply purchases.

Return or mail your appeal WITH ALL DOCUMENTATION ATTACHED to the following addresses:

**Midwest Technical Institute
Attn: Physical and Financial Hardship Committee
1731 Farmers Market Road
Springfield, IL 62707
Email: kmoore@midwesttech.edu**

Incomplete forms and requests made without proper documentation will not be considered.

Please allow 30 days for processing.