



## Hardship Withdrawal Policy and Process

Students may request a hardship withdrawal through the Student Affairs Office. Hardship withdrawals are restricted to absences/events that occur after the normal withdrawal period. If granted, hardship withdrawals must be done for all enrolled classes for a given term.

Hardship withdrawals are limited to certain criteria which include; but are not limited to:

Extended hospitalization of the student, child, spouse, parent, sibling, or dependent recognized by law, or legal guardian.

Death in the immediate family only (child, spouse, parent, sibling, dependent recognized by law, or legal guardian)

Being seated on a jury for more than three days

The request for a hardship withdrawal, along with supporting documentation, must be made in writing, faxed or emailed to [Dana Walker](#) or dropped off at the Help Center at any campus location.

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# Hardship Withdrawal Request

: Student Information

Student ID or Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

GNTC Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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