

Emergency Withdrawal Petition

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

To submit an Emergency Withdrawal Petition, please complete this form and email it to uwintl@uw.edu.

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

Student name:	ID #:
Study abroad program name:	Program term & year:

PERSONAL STATEMENT

Please provide a personal statement below describing the circumstances of your withdrawal from your study abroad program and why you wish to be considered for partial relief from your financial obligations to the program.

- 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.
- The personal statement must be authored by you, not your parent or guardian.

SUPPORTING DOCUMENTATION

Petitions without strong supporting documentation will not be considered. Following are some examples of supporting documentation for different emergency withdrawal circumstances.

- **Unanticipated Change in Financial Situation-** You must demonstrate that the change occurred after you submitted your study abroad payment contract. Examples of documentation appropriate to submit include bank statements, unexpected bills, unemployment paperwork, proof of bankruptcy, or approved tuition forfeiture petition.
- **Medical Emergency-** A licensed health care provider must verify a medical condition that prevents the students from participating in a UW Tacoma study abroad program. It is your responsibility to supply sufficient medical documentation.
- **Death in Immediate Family-** Submit a copy of the death certificate, obituary, or remembrance from the funeral. Your petition must include documentation clearly showing your relationship to the deceased.
- **Active Military Duty-** Submit a copy of the military activation orders showing dates that conflict with the program dates.
- **Unusual or Extenuating Circumstances-** Submit verifiable documentation supporting your reason for withdrawal.

Include any documentation that supports your Emergency Withdrawal Petition in your email to uwtintl@uw.edu. Please redact or black-out irrelevant information, like bank account details or social security numbers.

Approval Signatures:

Participant:

Signature _____ Print Name _____ Date _____

Office of Global Affairs:

Signature _____ Print Name _____ Date _____