

PHYSICAL AND FINANCIAL HARDSHIP APPEAL REQUEST

STUDENT STATEMENT OF EXTENUATING CIRCUMSTANCES

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

- The student officially withdrawn from the classes and was not assigned a grade on the transcript, including a "WF". Not showing up to class does not mean the student was officially withdrawn.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.
SEE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS**

STUDENT NAME (PRINT): _____ STUDENT ID #: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
PHONE Cell: _____ Home: _____ SWIC EMAIL: _____

SEMESTER & YEAR OF THE COURSES: _____

COURSE/ SECTION #: _____ COURSE TITLE: _____

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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 financial or physical 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. 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: _____

Completed appeals and documentation can be turned in to the Student Accounts office, uploaded via eStorm Student Center, emailed, faxed, or mailed in to the address given on the back of this form. Appeals are reviewed by a committee and students will be notified of the decision by a letter via US mail or SWIC Student Email. Please allow 30 days for processing.

YOU MUST COMPLETE THE FOLLOWING STEPS TO REQUEST PHYSICAL AND FINANCIAL HARDSHIP APPEAL

1. Be officially withdrawn from the course(s).
2. Complete physical and financial hardship appeal request form.
3. 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 service 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 state 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 address:

Southwestern Illinois College
Attn: Physical and Financial Hardship Committee
Student Accounts, Room IS 1074
2500 Carlyle Avenue
Belleville, IL 62221

Email: StudentAccounts@swic.edu Fax: 618-222-5676

INCOMPLETE FORMS AND REQUESTS MADE WITHOUT PROPER DOCUMENTATION WILL NOT BE CONSIDERED.
PLEASE ALLOW 30 DAYS FOR PROCESSING

Office Use Only:

Date Received: _____ Semester: _____

Comments:

Requested:

Drop Fee

Tuition Credit

Committee Decision:

Financial Aid: Y or N

Student Accounts: Y or N

Enrollment Services: Y or N

Initial Date
