

Student Medical Withdrawal Process

In accordance with RCW 28B.15.605, when students are unable to complete a quarter and the reason is due to a medical situation, they may ask for a withdrawal and 100% refund of tuition and fees. Edmonds Community College requires the following:

- Current documentation from a licensed health care provider.
- The medical situation must relate to the student, or the student's immediate family, which includes parents, siblings, spouse, children, or domestic partner.
- The medical situation must be sudden or unexpected, and beyond the student's control.
- Submit the request as soon as possible, but no later than one year after the quarter ends in which the medical situation occurred.

Process:

Take the following steps if you wish to request a medical withdrawal and full refund of your tuition and fees:

- Write a signed statement and include your full name, student ID number and the quarter of your medical situation. Specifically ask for a medical withdrawal, refund of tuition, and also explain the circumstances of your medical situation and how it prevented you from completing the quarter.
- Have a licensed health care provider complete the Health Care Provider Verification form (www.edcc.edu/es/forms.html).
- Submit your statement and documentation to the Enrollment Services Office.

Approved medical withdrawal requests result in the following:

- An official withdrawal from all enrolled classes.
- A 100% refund of tuition and fees. Books and supplies are not included.
- The removal of failing grades on the transcript if posted.
- The posting of an official withdrawal (W grade) on the transcript for each enrolled course.

Additional Information:

- State of Washington Statute does not give the college authority to approve refunds beyond the established refund period for reasons other than a medical situation, or military deployment. See the academic calendar for dates: www.edcc.edu/calendar/academic.html.
- If you missed the deadline to withdraw from a class but have extenuating circumstances that are not related to a medical situation, you may be approved for a late withdrawal (no refund) if you can demonstrate you had a situation that prevented you from contacting the Enrollment Services office by the required deadline. Under these circumstances it is not necessary to be withdrawn from all classes. You must still write a statement explaining the circumstances and submit this to the Enrollment Services office.
- The deadline to request a medical withdrawal is one year after the end of the quarter in which the situation took place. For example, if the situation occurred in:
 - o Summer 2016, you must request a medical withdrawal by August 2017
 - o Fall 2016, you must request a medical withdrawal by December 2017
 - o Winter 2017, you must request a medical withdrawal by March 2018
 - o Spring 2017, you must request a medical withdrawal by June 2018
- It is not necessary for you to meet with a college official for review of your request. Your written request is reviewed within two weeks of submission.
- If your request is denied, you may discuss/appeal the decision by contacting the Director of Enrollment Services.
- If approved, you are withdrawn from all classes – rare exceptions are made and might include a situation in which a student injures a foot, preventing the completion of a PE class.
- Classes are never completely removed from the transcript – W grades are posted.
- Medical withdrawals for subsequent quarters are not approved for the same or related reason, or for chronic health conditions, or health conditions known to the student at the start of the quarter.
- Refunds are returned to the credit card, agency or financial aid program that paid your tuition. If you paid by check or cash, a college check is issued within 30 days of approval.
- Financial aid students, international students, veterans, and other students who are participating in special aid or support programs should check with their program advisor to determine if withdrawing from classes may result in possible eligibility issues or required repayment of funds.