

Physical or Financial Hardship Withdrawal Policy

Effective Date: 7/1/2023

Purpose

Consistent with the Illinois Student Debt Assistance Act, this policy establishes processes and procedures to assist students in limiting their student debt when a physical or financial hardship requires the student to withdraw from Erikson Institute after the 100% tuition refund add/drop deadline has passed, as well as implementing requirements of the Act as it pertains to access to student transcripts. This policy should be read in conjunction with other institute policies related to registration and records, financial aid, and student accounts.

Official and Unofficial Transcripts

Pursuant to and in compliance with the Act, Erikson Institute will not (i) refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt; (ii) condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript; or (iii) charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

For official transcripts, Erikson Institute (i) will provide an official transcript of a current or former student to a current or potential employer, even if the current or former student owes a debt to Erikson Institute; (ii) will not condition the provision of an official transcript to a current or potential employer on the payment of a debt, other than a fee charged to provide the transcript; and (iii) will not charge a higher fee for transferring an official transcript to a current or potential employer or provide less favorable treatment for such a request because a current or former student owes a debt.

If a hold has been placed on a student's transcript for reasons other than a debt owed, the student must contact the appropriate department to resolve the hold. Once resolved, current and former students may request an official transcript at any time using Erikson's third-party vendor, Parchment (www.parchment.com).

Physical or Financial Hardship Withdrawal Request

If a student is unable to successfully complete their courses due to documented financial, physical, or mental health reasons, the student may request a hardship withdrawal through Registration and Records. Students may request a

Erikson Institute

Graduate School in Child Development

hardship withdrawal when the emergency or situation that they are experiencing makes it impossible for them to continue in the course(s) for which they are registered.

Examples of a physical or financial hardship include:

- serious injury or illness;
- chronic illness;
- a serious medical issue of a family member (spouse or partner, child, parent or guardian, grandparent, or sibling) for which the student is a part-time or full-time caretaker of that family member;
- a mental health condition of the student;
- a sudden or consistent lack of transportation that prohibits a student's presence in class; or
- a significant, non-elective cost of living increase for the student.

Before requesting a physical or financial hardship withdrawal, students need to understand the following:

- Hardship withdrawals can only be requested after the official add /drop date published on Erikson Institute's Academic Calendar.
- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Hardship withdrawals are processed according to the last date of class attendance. Registration and Records will contact instructors to establish the last date of class attendance.
- A student receiving federal and/or state financial aid should contact the Office of Financial Aid by sending an email to finaid@erikson.edu to address any possible financial implications related to the Return of Title IV policy.
- A student who files, or attempts to file, a fraudulent application for a hardship withdrawal (e.g. to avoid a potential or pending poor or failing grade, avoid potential or pending disciplinary action or bypass current policies or processes) will be considered in violation of the Erikson Institute Student Code of Conduct, which may be found in the Student Handbook, and subject to disciplinary sanctions.

To request a hardship withdrawal under this policy, the student must complete the [Physical or Financial Hardship Withdrawal Request Form](#) and submit supporting documentation of the physical/financial hardship evidencing the significant physical or financial hardship prior to the end of the term in which they intend to withdraw.

Erikson Institute

Graduate School in Child Development

Hardship withdrawal submissions will be reviewed by Registration and Records in conjunction with Student Affairs, Financial Aid, and Student Accounts. Students will be considered for a full or partial refund of the original tuition, fees, and any other charges for the term of the withdrawal. Outcomes will be based on the information submitted along with Erikson Institute's records including but not limited to enrollment, financial aid, and billing. Students will receive communication regarding the review outcome or any requests for further information within two weeks of submission.

Questions regarding the Erikson Institute Physical or Financial Hardship Withdrawal Policy should be emailed to Registration and Records at registration@erikson.edu.