

## Petition for Retroactive Withdrawal

After a term has ended, a student who left the college for extenuating circumstances without an official withdrawal during the term of departure, may apply for a Retroactive Withdrawal. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance attributed to extenuating circumstances shall constitute consideration for retroactive withdrawal. A student need not be enrolled at Helena College at the time the application for retroactive withdrawal is submitted.

### PROCEDURE

1. Provide a written statement that outlines the nature of your request for a Retroactive Withdrawal and the reasons you believe your appeal merits approval.
2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other college professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.
3. Submit the completed form and required documentation to Executive Director of Enrollment.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
(MM/DD/YY)

Semester/year for which withdrawal is requested (please select one)

SEMESTER	YEAR
Fall	
Spring	
Summer	

### REQUIRED SIGNATURE:

**Student Signature:** \_\_\_\_\_  
BY signing my name above, I confirm I am the individual.

**Date:** \_\_\_\_\_  
(MM/DD/YY)

Did you receive financial aid (loans or grants) or scholarships in the term in which you are requesting a retroactive withdrawal?    **YES**    **NO**

Were you a veteran receiving veteran's benefits in the term in which you are requesting a retroactive withdrawal?    **YES**    **NO**

***For office use only***

**EXECUTIVE DIRECTOR OF ENROLLMENT REVIEW AND SUBMISSION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

If approved, please specify percentage of refund:

**PERCENTAGE OF REFUND (circle one)**

100%

90%

50%

0%

**Executive Director of Enrollment Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form and student documentation will be submitted to the Helena College Registrar’s Office by the Executive Director of Enrollment.

**APPEAL:** If a student is denied retroactive withdrawal, an appeal can be made to the Dean/CEO of Helena College University of Montana.