STUDY ABROAD PROGRAM MEDICAL/COMPASSIONATE WITHDRAWAL REQUEST PROCEDURES

A medical/compassionate withdrawal request from a study abroad program may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program. Consideration of a study abroad program medical/compassionate withdrawal is limited to a complete withdrawal from the program. All requests for a medical/compassionate withdrawal from a study abroad program require thorough and credible documentation. An approved medical/compassionate withdrawal from a study abroad program request may result in a partial refund of the balance due to the Study Abroad Office (SAO). Please note that in all circumstances the Study Abroad Application Fee is non-refundable.

A study abroad medical/compassionate withdrawal request applies only to fees and deposits billed by SAO for a study abroad program and does not apply to any other programs or tuition or other fees billed by ASU. Students may request a non-study abroad program medical/compassionate withdrawal from courses in which they are enrolled by following the ASU procedures at http://students.asu.edu/forms/medical-compassionate-withdrawal-request.

If a medical or personal issue requires a student’s withdrawal prior to the commencement of or during the program, the student must notify SAO as soon as possible. SAO will not consider requests for medical/compassionate withdrawal or consider a refund of either the confirmation deposit or the program fee balance due if the student has not officially withdrawn from the study abroad program in writing prior to the commencement of the study abroad program in which the student is enrolled, unless the onset of the medical or personal issue occurs after the start of the program.

A student may request and be considered for a medical withdrawal from a study abroad program when extraordinary circumstances, such as a serious illness or injury that develops/occurs after the student has committed to the program, prevent the student from participating in their study abroad program. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for a compassionate withdrawal from a study abroad program when extraordinary personal reasons not related to the student’s personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student’s immediate family), prevent the student from participating in their study abroad program.

SAO reviews each study abroad program medical/compassionate withdrawal request and determines the appropriateness of the request. SAO either approves or denies the request based on the documentation provided by the student/healthcare provider.

Study abroad program medical/compassionate withdrawal requests and supporting documents are retained by SAO in the student’s file for at least five years.
**Procedure for Medical/Compassionate Withdrawal Requests**

The following procedure applies to students who are unable to participate in their study abroad program for extraordinary medical or other personal reasons.

To request a study abroad program medical/compassionate withdrawal, you must complete a [Request for Documented Medical/Compassionate Withdrawal From a Study Abroad Program](#) and compile thorough and credible documentation to support the reason for your request. Submit your completed form and support documentation to the SAO Assistant Director via email at [Dan.Hart@asu.edu](mailto:Dan.Hart@asu.edu), in person at the SAO, or by mail. Please do not fax this document; SAO cannot guarantee the confidentiality of faxed documents received in SAO.

Appropriate documentation for a study abroad program **medical withdrawal** consists of a letter from your attending health care provider that specifies the following:

- the date of onset of illness
- the dates you were under professional care
- the general nature of your medical condition and why/how it will prevent you from participating in your study abroad program (ex.: dates of follow up appointments, procedures, or recovery time that coincide with study abroad program dates)
- the date that your health care provider determined that you were unable to participate in your study abroad program

If you intend to withdraw from the study abroad program but remain enrolled at ASU, your request must be well documented to justify the selective nature of the study abroad program medical withdrawal request. The letter must be typed on the health care provider’s letterhead stationery and submitted in a sealed envelope.

Appropriate documentation for a **compassionate withdrawal** is dependent upon the nature of your circumstances.

**Note:** If you are receiving financial assistance, you are strongly encouraged to consult with a Student Financial Assistance Counselor to identify and understand the financial assistance/monetary implications of processing a withdrawal transaction.