

Health Care Provider Verification

Student Name: _____
Last First Middle

ctcLink ID Number: _____ Birthdate: _____ / _____ / _____ (MM-DD-YYYY)

Email: _____ Quarter and year this request is for: _____

Are you receiving financial aid? Yes No

Are you receiving veteran's benefits? Yes No

Last date of attendance: _____

Student's Statement: Clearly explain why you are seeking a medical withdrawal.

Patient's consent to release medical information

I, _____, give my permission for my health care provider to release information to Edmonds College concerning my medical condition as it relates to my request for a refund of tuition.

Signature of patient: _____ Date: _____

Signature of parent or guardian: _____ Date: _____
(Only if patient is under the age of 18)

☐ Check here if the student is not the patient, but is a caregiver to the patient.

Health care provider's section

Confirm name of patient: _____

Description of student/patient's condition and how it prevents the student from attending the college (attach additional sheets if necessary):

Date of first visit: _____ When did you last examine the student/patient? _____

I certify that, in my professional opinion, _____ is/was unable to attend Edmonds College during the following dates _____ due to the medical conditions described above.

Signature of health care provider: _____

Health care provider's name (printed): _____

Date: _____

Phone: _____

Request for Medical Withdrawal

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 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.

Instructions:

Step 1: Fill out the student's statement (use a separate sheet of paper if the section is not enough) and sign the consent to release section.

Step 2: Take it to your health care provider to have their section filled out. **Make sure you have them attach a business card or letterhead.**

Step 3: Attach any other documentation supporting your request.

Step 4: Make sure all the fields are complete and signed. **Incomplete forms will be denied.**

Step 5: • **Email** your request to registration@edmonds.edu **OR**

• **Drop off** your request at: Enrollment Services, Lynnwood Hall, 1st floor **OR**

• **Mail it to:** Attn: Medical Withdrawal

Enrollment Services

20000 68th Ave W

Lynnwood, WA 98036

Approved medical withdrawal requests result in the following:

- An official withdrawal from all enrolled classes. Partial withdrawals are not allowed, except in rare circumstances.
- 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:

- 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 eligible for Petition for Exception to Policy. For more information contact Enrollment Services.
- The deadline to request a medical withdrawal is one year after the end of the quarter in which the situation took place. For example, check out our [Medical Withdrawal Q&A](#) webpage.
- 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 Associate Dean of Recruitment, Admissions, and 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.
- 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.
- 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.