

UW-River Falls Administrative Policy	MEDICAL/EMERGENCY WITHDRAWAL POLICY
Policy ID: AP-02-115	
Effective: June 1, 2019	Administrative University Officer: VCFA
	Policy Owner/Responsible Officer: VCFA
Revision: April 25, 2023	Approved by: Chancellor
Review: 3 years	Next Review Date: April 2026

Policy

The University of Wisconsin – River Falls (UWRF) recognizes that there are times when it is in the best interest of a student to withdraw due to unforeseen personal or family medical or emergency situations.

This policy is intended to supplement [UW System Administrative Policy 807, Medical Withdrawal Policy](#) by providing guidance and procedures which operationalize the UW System policy.

It is appropriate for UWRF to consider some type of compassionate refund to students who are unable to function as a student as detailed in UW System Policy 807. In addition, situations involving eviction, destruction or loss of residence that results in homelessness which prevent the student from being able to function as a student will also be considered. Approval will be granted on a case-by-case basis.

The types of charges subject to refund include tuition, segregated fees, special course fees and online fees. Housing and dining refunds are pro-rated through the withdrawal date or move out date. Tuition refund exceptions related to academic advising, instruction issues, or education abroad programs are not included in this policy. Students may receive only one approved Medical/Emergency Withdrawal for the same issue during their time as a UWRF student.

Procedure

UWRF Vice Chancellor for Finance and Administration has delegated authorization for exceptions for medical/emergency withdrawal refunds to the Medical/Emergency Withdrawal Committee formed under this policy.

A committee of five members shall review Medical/Emergency Withdrawal tuition appeals monthly. Medical and emergency withdrawal refund appeal decisions will be made according to the agreed-upon criteria. Committee members will be an appointment by the Provost and consist of representatives from the offices of the Provost/Vice Chancellor for Academic Affairs, Residence Life, Registrar's Office, Financial Aid and Student Billing; one faculty will be appointed by Faculty Senate. All members are voting members of the committee.

The committee will determine if the official withdrawal date needs to be adjusted based upon:

- The last date of attendance information received from the student
- Student activity recorded within academic systems
- Federal financial aid rules

- University personnel (advisor, faculty, Student Success staff, Department of Technology staff, etc.)

Decisions to adjust the official withdrawal date will be documented.

The Committee will approve or deny the medical/emergency withdrawal request based on the information received and verification of campus records. A simple majority is required for approval. Committee determines official withdrawal date and determines the percentage of refund allowed based on schedules in Policy 807. For High School programs with yearlong course lengths, the percentage of refund allowed will be based on the schedule below. The refund is calculated based on the original fees due, including tuition, segregated fees, special course fees and online fees.

HIGH SCHOOL YEAR LONG COURSES (40+ WEEKS)

Weeks into Session	Refund Range
0-6 weeks	90-100%
7-13 weeks	70-90%
14-23 weeks	50-70%
24-34 weeks	20-50%
35 weeks or more	10-30%

Should the student be interested in returning in the future, Student Success staff will meet with the student before the student enrolls in courses. Together, they will develop a plan which includes resources to support continuity of care to help ensure a successful transition back to campus. Students may also be referred to the Behavior Intervention Team (BIT) by the committee, who will provide follow up to the student and offer resources.

All electronic medical withdrawal documents will be stored on a restricted network drive. All paper documents will be stored in locked filing cabinets within the Student Billing office.

Students should complete the following to submit a Medical/Emergency Withdrawal to the Committee:

1. The student (or his/her designee, if incapacitated) must drop all classes and withdraw from UWRF to qualify for a medical or emergency withdrawal. The student must complete the online Withdrawal form and indicate Medical Reason as reason for withdrawal.
<https://www.uwrf.edu/Registrar/WithdrawalFromUniversityForm.cfm>
2. The student submits a Medical/Emergency Withdrawal appeal request to the Student Billing Office. The office will ensure that students who withdraw for medical/emergency reasons are aware of the Medical Tuition Appeal Request form and the appropriate procedures for the committee review, follow up with students as appropriate, collect supporting documentation

and verify that the appeal meets the criteria necessary for a medical/emergency withdrawal before bringing the appeal request to the Committee. A death of an immediate family member requires a death certificate, obituary, or death notice. Additionally, a medical appeal requires documentation from a physician or clinic printed on their letterhead or from their medical records system.

Exceptions

Exceptions to the Refund Schedule may be granted by the Vice Chancellor of Finance and Administration.

Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Policy Owner (Student Billing Office) is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities

The Student Billing Office is responsible for the administration and maintenance of this policy. The office oversees the development and review of the policy.

Related Documents

[UW System Administrative Policy, Medical Withdrawal Policy](#)

[UW System Administrative Policy, Tuition and Fee Policies for Credit Instruction](#)

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu.