

Adler University
Physical or Financial Hardship Withdrawal Policy -
Chicago and Online Campuses

Policies and Procedures

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 some or all courses after the 100% tuition add/drop deadline has passed. This policy should be read in conjunction with other university policies related to student financial aid and student accounts.

Physical or Financial Hardship Withdrawal Request

A student may apply for a hardship withdrawal from their academic enrollment at Adler University due to an unforeseeable and documented circumstance that occurs after the 100% tuition refund deadline date, which had a significant impact on the student's ability to continue in their course of study and be successful. Examples of a physical or financial hardship include: (i) serious injury or illness; (ii) chronic illness; (iii) 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; (iv) a mental health condition of the student; (v) a sudden or consistent lack of transportation issue; or (vi) a significant, non-elective cost of living increase for the student.

To request a hardship withdrawal under this policy, the student must complete the Tuition Appeal form available on the Student Accounts page on Adler Connect, [Student Accounts | Adler Connect](#) and submit supporting documentation of the physical/financial hardship evidencing the significant physical or financial hardship prior to the end of the term/semester in which they intend to withdraw. If the student is withdrawing from the University, they must also complete the Student Withdrawal form, or if the student is taking a leave of absence, the student must complete the Leave of Absence or Medical Leave of Absence form. Both forms are available on the Registrar page on Adler Connect, [Registrar | Adler Connect](#). All documentation must be submitted to tuitionappeals@adler.edu.

Hardship withdrawal submissions will be reviewed by the Offices of the Registrar, Financial Aid, Student Accounts and Student Affairs. Students will be considered for a full or partial refund of the original tuition, fee, and any other charges for the term of the withdrawal. Outcomes will be based on the information submitted along with university records including but not limited to enrollment, financial aid, and billing.

Students are required to withdraw from the course/courses prior to the submission of their request. Instructions on how to withdraw from a course are available under "Documents and Forms" on the Registrar page on Adler Connect, [Registrar | Adler](#)

Connect. As a general rule, students are not eligible for hardship withdrawals if they earned a grade or successfully completed all course requirements (e.g., attended the final exam or submitted the final project/paper/portfolio).

A student receiving federal and/or state financial assistance should contact financialaid@adler.edu to address any possible financial implications, including those related to Title IV funding. Hardship withdrawal requests will be processed according to the last date of course attendance.