

## **Walther Theological Seminary Physical or Financial Hardship Withdrawal Policy**

Students who are unable to successfully complete their course work due to documented physical or financial hardships, or who wish to appeal any tuition charges and/or fees, are encouraged to complete a [Physical or Financial Hardship Withdrawal Form](#). Submit the form to the Vice President of Academic Affairs, who will then give it to the Walther Theological Seminary (WTS) Board of Trustees for their consideration.

Examples of physical or financial hardship shall include, but are not limited to: 1) serious injury or illness; 2) chronic illness; 3) serious medical issue of a family member for which the student is a part or full-time caretaker of that family member; 4) a mental health condition of the student; 5) a sudden or consistent lack of transportation that prohibits a student from attending class; and, 6) significant cost of living increase for the student.

A student who files, or attempts to file, a fraudulent application for a physical or financial hardship withdrawal will be considered in violation of the WTS code of conduct and subject to disciplinary action.

### **Policy Regarding the Withholding of Transcripts**

Walther Theological Seminary will not:

1. Refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt.
2. Condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript.
3. Charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

Walther Theological Seminary:

1. Will provide an official transcript of a current or former student even if the current or former student owes a debt if the student requests the official transcript to:
  - a. Complete a job application.
  - b. Transfer from one institution of higher education to another.
  - c. Apply for State, federal, or institutional financial aid.
  - d. Join the United States Armed Forces or Illinois National Guard.
  - e. Pursue other postsecondary opportunities.
2. Will not condition the provision of an official transcript on the payment of a debt, other than a fee charged to provide the transcript; and
3. Will not charge a higher fee for providing an official transcript or provide less favorable treatment for such a request because a current or former student owes a debt.

### **Policy Regarding the Withholding of Diplomas**

Walther Theological Seminary will never withhold an academically earned diploma on the grounds that a student owes a debt.

### **Policy To Obtain a Transcript or Diploma Previously Withheld**

Walther Theological Seminary has never withheld an unofficial or official transcript to a current or former student, nor has it ever charged a higher fee on the grounds that a student owes a debt.

### **Policy For Registration Holds**

Academic and administrative offices may place holds on your record, cancel your registration, or withdraw you from classes for academic reasons, funds owed to the seminary, or judicial reasons.

### **Policy for Retention and Return**

It is the policy of Walther Theological Seminary to provide support for all students wherever possible to facilitate a good academic standing and successful outcome. To that end WTS is concerned about the quality and interaction of faculty with students, the financial concerns of our students (including debt) with a focused interest on what they need to be successful, while striving to provide a community life that keeps them connected. When a student ceases to be a student at WTS and then hopes to return, they must meet the admission requirements as set forth in the academic catalog with special consideration of the reason(s) why they ceased to be a student. It is the goal of WTS, if they are readmitted, to address all important issues, whatever they may be (including debt), for a successful outcome rather than a repeat of what led to the student ending his academic studies in the first place. If one is returning with some debt owed to WTS, one may fill out a financial affidavit with the possibility of the financial aid committee waiving the debt and/or making provision for future debt avoidance.