



Hardship Refund Request

A Hardship Refund may be granted when circumstances beyond the control of the student prevent the student from completing their enrolled courses.

Students may apply for a hardship refund if they meet the following criteria:

- Student withdrew due to a documented medical issue for themselves or a close family relative (accident, illness, serious injury, etc.).
 - Required Supporting Documentation: Brief, written statement by a doctor or medical health professional on official letterhead.
- The student withdrew due to a documented death of a close family member (spouse, child, parent, or other immediate family members).
 - Required Supporting Documentation: Copy of obituary or death certificate.

Process:

Students must be officially withdrawn from all classes in the semester which they are requesting a Hardship Refund. If the student has not officially withdrawn from all classes, the student must contact Cardinal Central to complete the late withdrawal process, if applicable.

Students must submit the Hardship Refund Request form along with the appropriate supporting documentation. Request forms that do not include supporting documentation will not be reviewed.

A student who qualifies for a hardship refund will be granted a refund up to 50% for the tuition portion of their tuition and fees for the semester. (Fees are non-refundable). The refund is calculated as a percentage of the semester completed before the withdrawal date. Granted refunds will be applied to the student's account for the semester. Refunds will pay down any outstanding balance before being remitted to the student. Students with an outstanding balance may not register or receive official transcripts until the balance is paid in full.

Students who receive Financial Aid for the semester should contact Cardinal Central to determine the impact of a withdrawal on their financial aid. Students seeking a refund for room and board at the NIC Residence Hall must contact the director of the Residence Hall as it is a separate process.

Hardship Refund requests will only be accepted for the previous two years. Hardship refunds are only granted once per student.



Hardship Refund Request Form

Return to: Cardinal Central, Lee-Kildow Hall
Fax: 208-769-3431 **Email:** CardinalCentral@nic.edu

Name: _____ Student ID: _____

Current Address: _____

Withdrawal Date: _____ Semester: _____

Did you live in the NIC Residence Hall? Yes No

Did you receive Financial Aid through NIC? Yes No

Do you plan to return to NIC for a future semester? Yes No

Please provide a brief statement that details the reason for your withdrawal:

By signing and submitting this form along with the required supporting documentation, I understand that only a portion of my tuition will be refunded if approved. Fees are non-refundable. I also understand that any balance due after an approved hardship refund is applied, the balance is my responsibility and must be paid in full to attend a future semester or receive an official transcript.

Signature: _____ **Date:** _____