



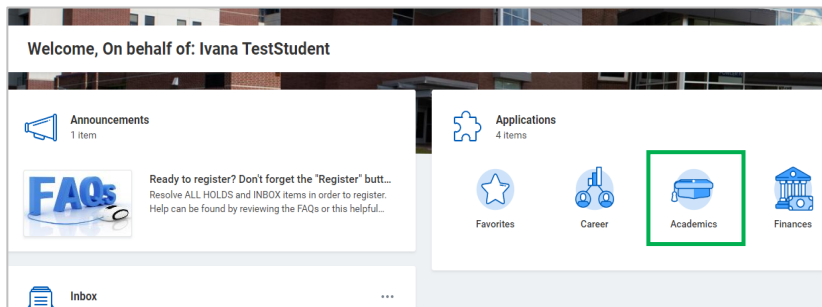
Request Withdrawal due to Medical Emergency

Overview

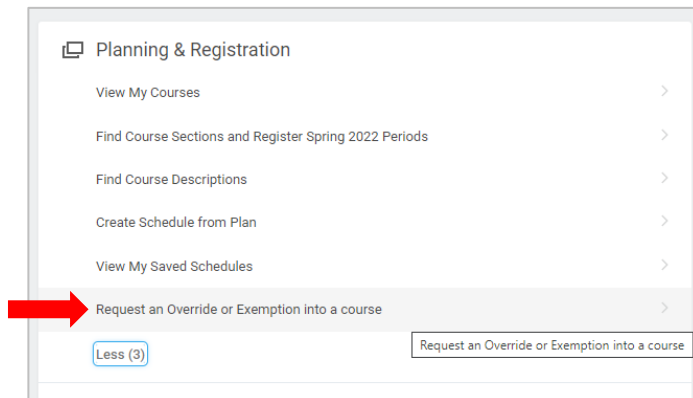
To request withdraw from Northampton Community College due to a medical emergency complete the “*Application for Tuition Credit for Medical Reasons*” in Workday. The “*Medical Documentation Form*” must be completed by your physician and uploaded when completing the application. The form is available on The NCC website.

Admissions/Enrollment Services/Frequently Used Forms <https://www.northampton.edu/records-resources.htm>

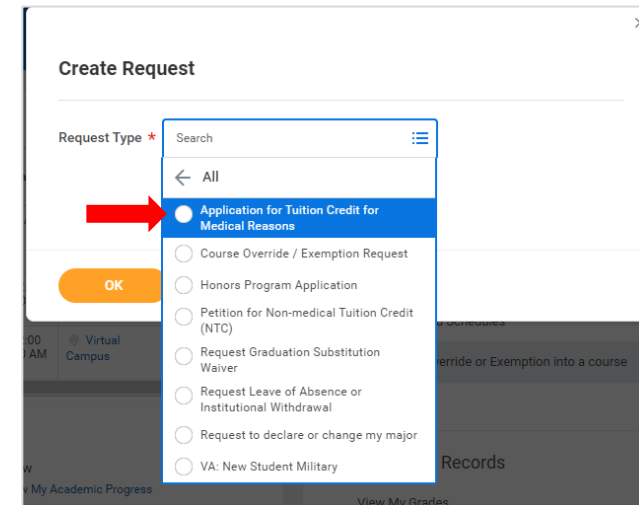
1. From your Workday home page, open the “**Academics**” application.



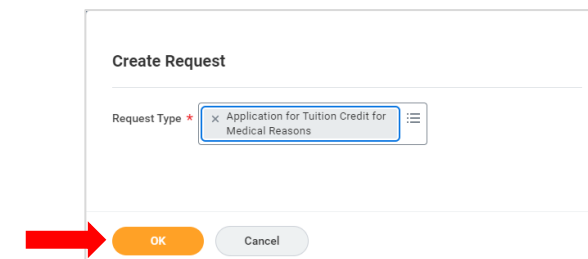
2. Under “**Planning & Registration**” click on “**Request an Override or Exemption into Course**” (click on “**More**” to expand the selection).



3. Click on the list icon in the “**Request Type**” field, click “**All**”, and choose “**Application for Tuition Credit for Medical Reasons**”.



4. Click “**OK**”





Request Withdrawal due to Medical Emergency

5. Complete all requested information, upload your physician's completed "Documentation Form".

Application for Tuition Credit for Medical Reasons

Students should use this form to withdraw from Northampton Community College *due to a medical emergency*.

Describe the Request *

This form is to be completed by the student who is withdrawing from Northampton Community College *due to a medical emergency*. Note that the sudden medical emergency. Medical credit is granted for tuition and fees.

Only after the items below are completed will a decision be made by college staff. You will be notified by letter approximately 3 weeks after all items are completed.

Please use this link to the [NCC website](#) to download the form that is to be completed by your physician and uploaded as part of this request.

By submitting this form, you are agreeing to withdraw from all current classes (as well as dropping future registrations).

Are you currently an Athlete at NCC? (Required)

Yes

Attach Physician's Documentation Form (Required)

Drop files here

or

Select files

6. Click "Submit".

Submit Save for Later Cancel