



Guidelines to Submit a Request to Exit for Compelling Personal Circumstances

Grant requirements only allow a member to receive an education award if they fully complete their term of service, including the minimum hours requirements. However the regulations (45 CFR 2522.230) allow a pro-rated education award if a member is unable to complete the requirements due to “Compelling Personal Circumstances” outside of their control. Compelling Personal Circumstances **do not include**: enrolling in school, obtaining employment, or dissatisfaction with the program.

It is the member’s responsibility to obtain all documentation and submit a request in a timely manner.

In order to consider a request for exit with Compelling Personal Circumstances, **WSC must receive the following information within 10 calendar days of the member’s exit date:**

- Member Request
 - Must include explanation of time missed, during what periods, and the reason this was out of the member’s control
- Backup Documentation
 - Must clearly state reasons for missed hours
 - Must clearly tie to the hours missed, as listed in the member’s request
 - Supervisor recommendation
 - Supervisor explains why they do or do not support this request

According to 45 CFR 2522.230:

(4) Compelling personal circumstances include:

(i) Those that are beyond the participant's control, such as, but not limited to:

(A) A participant's disability or serious illness;

(B) Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or

(C) Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible;

Note: Military obligations may also be considered a Compelling Personal Circumstance