

**International Student Services (ISS)
Franklin University**

Medical Course Load Reduction – for F-1 Students

According to U.S. Citizenship and Immigration Services (USCIS) regulations, an F-1 non-immigrant international student must be enrolled for a full course of study two consecutive trimesters per year (undergraduate: 12 or more credits; graduate: 6 or more credits.)

However, the regulations allow for exceptions due to illness or medical conditions, and state that, students experiencing a “temporary illness or medical condition” may reduce their course load “for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level.” If the student’s medical condition does not permit him/her to pursue a full course of study beyond these 12 months, the student may be required to return to the home country.

8 C.F.R. S 214.2(f) (6) (B)

In order to reduce enrollment below full-time based on medical reasons, you must obtain a statement from the health care practitioner recommending the interruption or reduction in studies. Please provide a statement on letterhead from your doctor or health care provider explaining why a reduction in course load is needed.

Your reduced course load may affect your health insurance coverage. Please see the Health Insurance Information below to ensure that you are properly covered. If you have questions, please contact International Student Services.

Section 1: To Be Completed By the Student (Please Print)

Student’s Last Name _____ First Name _____ MI _____

N000 _____

SEVIS ID Number _____ SSN or Student ID _____ Date of Birth _____

Email Address _____ Phone Number _____

Trimester & Year for Credit Hour Reduction Request Fall Winter Summer Year: _____

Prior trimesters of Medical Credit Hour Reduction Requests _____

Student Signature _____

Section 2: To Be Completed By Health Care Practitioner

The health care provider must provide a statement on letterhead, indicating the following:

- 1) the trimester for which the health care practitioner recommends the reduction in course load;
- 2) whether the health care practitioner recommends **reducing** your courses or **withdrawing** from your courses; and
- 3) the medical reason for the reduction in course load.

Once you have obtained this letter from your health care practitioner, bring it to ISS during our open advising hours or make an appointment to meet with an International Student Services Associate by calling 614-797-4700. The advisor will then process your reduction in course load, which will enable you to maintain your legal status in the United States.

STUDENT MUST BRING THIS FORM TO ISS PRIOR TO DROPPING CLASSES.

Make a copy for your records.

ISS USE ONLY:	CHR Approved _____	CHR Denied _____	by _____ on ____/____/____
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Health Insurance Information

Since you are requesting a reduced course load due to a medical reason, it is essential that you maintain your insurance coverage, especially if you are currently using Franklin's insurance plan. It is strongly recommended that you continue your coverage because a gap in coverage means any illness or injury during this time can then be classified as a pre-existing condition.

Since the charge for insurance is billed automatically when you register there are different scenarios that you need to consider to maintain coverage. Please review the list below and consult with an advisor in International Student Services if you have questions.

For students **enrolled** in Franklin's International Student Health Insurance plan:

- *You have **not** registered for the term*

If you are not registered and have not registered at all during the term, you will need to complete an enrollment form to keep your Franklin insurance. This form can be completed online at <http://www.hginsurance.com/Franklin>. You will complete the form and mail it with a check to the insurance company.

- *You registered, but have dropped to 0 hours*

If you initially registered for classes, but have since dropped to 0 hours, you need to speak with an advisor in International Student Services regarding your insurance charges.

- *You are registered, but only part time*

If you are registered for any classes you are automatically billed for insurance, even if you are only taking a part time load. Please pay your premium at the Business Office and you will receive a temporary card when you pay. Be sure to note the deadline to pay the premium to avoid the \$100 late fee.

For students who typically **waive** the Franklin international student health insurance plan:

- *You have **not** registered for the term*

If you have not registered for the term then you will not be billed the insurance. No waiver is necessary.

- *You registered, but have dropped to 0 hours*

You will need to waive the insurance as usual, by filling out a waiver form online at <http://www.firststudent.com> and submitting a copy of your insurance card by fax or mail to the Harbour Group. This needs to be done by the deadline.

- *You are registered, but only part time*

You will need to waive the insurance as usual, by filling out a waiver form online at <http://www.firststudent.com> and submitting a copy of your insurance card by fax or mail to the Harbour Group. This needs to be done by the deadline.