

# MILITARY SERVICES TUITION RELIEF FORM

STUDENT NAME \_\_\_\_\_  
Last First MI

STUDENT ID NUMBER 

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SEMESTER    Fall    Spring    Summer    YEAR \_\_\_\_\_

## SELECT ONE OF THE FOLLOWING OPTIONS:

\_\_\_ OPTION 1: Drop all courses before the end of the Add/Drop period and receive a full reduction of tuition and fees and prorated housing and dining charges. Students who have received financial-aid refund checks or direct deposits must repay the refund before they are dropped from their classes. The student must complete a Financial Aid Impact form.

\_\_\_ OPTION 2: Receive a grade of Incomplete (IM – incomplete military) in one or all courses. Students residing in university housing will be released from their housing and dining-service contracts and will receive a prorated refund of these charges. Students who chose to take a grade of IM will not have tuition and fees reduced for these courses because, upon receipt of an approved change of grade, credits will still be earned for the semester. Students will have 12 months from the date that they return from active service to complete the course work and earn a course grade.

\_\_\_ OPTION 3: Accept administrative withdrawal from all courses as of the effective date of the orders to active duty. If this option is elected, a full reduction of all tuition and fees and a prorated reduction of housing and dining charges will be made to the student. If the student received Financial Aid the amount recovered to the Financial Aid accounts will follow the Federal Financial Aid Refund Policy.

\_\_\_ OPTION 4: Students who have completed 75 percent of the course requirements at the time of military activation and, notwithstanding certain exceptions, who meet requirements as determined and agreed upon by the faculty instructor and the student may receive full course credit.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR OF MILITARY STUDENT SERVICES SIGNATURE

\_\_\_\_\_  
DATE



**VCU** Strategic Enrollment Management  
and Student Success