

Military Withdrawal Form
Call to Active Duty

Student Name:	
Student ID Number:	
Academic Term:	
Withdrawal Date:	

Student signature: _____

Date: _____

***Note: If the student is unavailable to sign this form, a copy of the students call to active duty paperwork is sufficient.**

As university policy dictates, students who withdraw from the university due to a call to military active duty, will receive grades according to standard grading options (drop/no grade if before the Census Date, "W" or "I" after the census date). The student is entitled to an appropriate prorated refund/credit of tuition, room and board based on the official withdrawal date. In addition, a 100% credit will be issued for textbooks, new or used, purchased from the University Bookstore. The credit will be kept on file until the next term for which the student enrolls.

Students who receive "W" grades for all courses in which they were enrolled will be given a refund for tuition and fees. Students can request a financial credit to be given for a future term if they so desire. The financial "credit" for the term of enrollment is redeemable upon the student's return to Radford University. The credit must be applied within one year of the date of release from active duty. The applied credit will be calculated based on the cost of academic credits at the time of withdrawal.

Students may request a grade of "incomplete" if the student's withdrawal takes place within the last 10 class days of the semester, and the professor is willing to negotiate a future completion date. The deadline for completion will not exceed one year unless warranted by special circumstances. Tuition and fees will be charged for the number of "I" credits as a proportion of the total credits enrolled. The remaining money will be refunded or applied to future enrollment.

In making any refund or "credit" of tuition monies, first consideration will be made to repaying any financial aid awards as appropriate.

Students wishing to return to the university after a military withdrawal will need to reapply under the standard readmission procedures through the Registrar's Office. The student will be allowed to continue with the academic requirements of their original entry to Radford University, wherever possible. The student must meet the required GPA, financial and disciplinary requirements of any other student.