



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Withdrawal for Military Purposes  
**Procedure Number:** 07-2003-0018  
**Board Policy Reference:** I.B. Educational Opportunities

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**Accountable Administrator:** Vice President Student Affairs  
**Position responsible for updating:** Registrar  
**Original Date:** 11/03  
**Date Approved by Cabinet:** 11-08-11  
**Authorizing Signature:** *signed original in file*  
**Date Posted on Web:** 11-09-11  
**Revised:** 10-11 **Reviewed:** 10-11

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### **Purpose/Principle/Definitions:**

This procedure addresses withdrawal and/or refund of tuition and fees for a student who is called to active duty in the Armed Services while enrolled, and who must leave school to fulfill his/her obligation. This does not include basic training.

### **Guidelines:**

The following guidelines will be followed when a Veteran, Reserve, or National Guard student is called to active duty for military purposes:

- The student may withdraw or drop courses without record and receive a full tuition and fee refund, or
- The student may, at his or her discretion, elect to complete courses by making special arrangements with the instructor(s) by creating an incomplete contract, allowing reasonable time to complete the academic work required.

Physical proof of Activation Papers must be provided. Copy of the orders or other verification will be put in the student file for audit purposes.

Students called to duty who have received Federal Title IV Financial Aid, when given a full refund, must work with the BMCC Financial Aid Office to determine if any distributed funds will need to be paid back to the federal government.

A family member may make the request for withdrawal but a refund will not be granted until activation papers are provided.

Employees will make a note on the front of the schedule change form that a *full refund is requested for military withdrawal* and attach a copy of the official orders to the withdrawal form before sending it to the Service Center for processing.

### **Special Forms:**

Schedule Change form

**INSTRUCTIONS**



**SCHEDULE CHANGE FORM**

Students under the age of 18 must have a parent signature to **ADD** a course/s.  
**Unsigned or incomplete forms will not be processed.**

**Return completed forms by:**

**Mail:** Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801  
**Email:** [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu) **Fax:** 541-278-5871

**TERM OF ENROLLMENT**

Indicate which term you are enrolling for:  
 \_\_\_\_\_ Fall (Sep-Dec)      \_\_\_\_\_ Winter (Jan-Mar)  
 \_\_\_\_\_ Spring (Apr-Jun)      \_\_\_\_\_ Summer (Jun-Aug)

**PERSONAL INFORMATION – PLEASE PRINT**

BMCC ID \_\_\_\_\_ - \_\_\_\_\_      Last Name \_\_\_\_\_      First Name \_\_\_\_\_

**ADD A COURSE**

Indicate below course/s to be added to your schedule.

Course ID	Sec #	Course Title	Audit Y/N	Cr. Hrs.	Instructor's Signature (If required)
<b>DROP/WITHDRAW</b>					

Indicate below which course/s you wish

to be dropped/withdrawn from.

**NOTE:** Courses are considered "dropped" when processed during the 100% refund period for that course.

Course ID	Sec #	Course Title	Audit Y/N	Cr. Hrs.	Instructor's Signature (If required)
<b>COMPLETE DROP/ WITHDRAW</b>					

IF YOU

**WOULD LIKE US TO DROP/WITHDRAW YOU FROM ALL OF YOUR COURSE/S FOR THE TERM AND YEAR INDICATED ABOVE PLEASE MARK THIS BOX.** Please indicate below reason for complete drop/withdraw. If you are withdrawing for medical reasons or due to being called for active duty for military reasons please be sure to attach documentation regarding same.

**REASON:** \_\_\_\_\_

**STUDENT SIGNATURE - REQUIRED**

I understand that adjusting my schedule may affect my credits/classes required to complete my degree or certificate and I assume the responsibility for any changes that may occur as a result of adjusting my schedule.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Parent Signature (required if student is under 18) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_