

## FINANCIAL AID

### Request to Change Enrollment Status Due to Emergency Government Service

This form should be completed by students in the armed forces called to active duty or undergoing a change in assignment, hours, or location as a result of the current national emergency.

**Instructions:**

1. Clearly print your name and Student Identification # or Social Security #.
2. Attach a copy of your military orders or a letter from your commanding officer on military letterhead.
3. Meet with a Financial Aid Counselor.
4. Discuss your decision to change your enrollment status with the Office of Admissions and Advising, if time permits.
5. Sign and date form.
6. Submit this form and attachments to the Office of Records & Registration, RCF-233

I, \_\_\_\_\_, Student ID# or SS# \_\_\_\_\_,  
(Please print name)

wish to take the following actions due to emergency government service.

- Drop** from the classes listed on the attached *HCC Drop/Add Form*. I am aware that the course(s) will not be a part of my permanent record and that I will receive a 100% refund of tuition and fees. One hundred percent of financial aid funds will be cancelled. I will not owe any balance of tuition and fees.

**The HCC Bookstore** will accept books for refund. A copy of this completed form must be taken to the bookstore in order to receive a book refund. If you used financial aid funds to purchase your books, and you return all your books, you will not owe a balance to Howard Community College.

**OR**

- Petition for an Incomplete grade(s)** with my instructor(s). To request this option, a student must have successfully completed 75% of the course objectives, as determined by the instructor, and fill out the required contract form. The "I" grade completion period for the \_\_\_\_\_ semester will be extended to \_\_\_\_\_. A further extension may be negotiated if additional time is needed for completion. No refund of tuition is applicable for this choice and your financial aid eligibility will not change.
- I am currently receiving VA Educational Benefits** and want to have the attached documentation forwarded to The Office of Records, Registration and Veterans Affairs for processing.

(Student signature)

(Date)

*I have met with a financial aid counselor and understand how the above selected change of enrollment impacts my financial aid eligibility.*

Records Office Signature

10/31/07/Emergency government service-FA/pc

White – Registration Office

College Seal

Yellow – Bookstore

Pink – Student