

## NON-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. Discuss your decision to change your enrollment status with the Office of Admissions and Advising, if time permits.
4. Sign and date form.
5. 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 action 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 100% refund of tuition and fees or 100% forgiveness of any outstanding balance associated with these classes.

The **HCC Bookstore** will accept books for refund. Your books, along with a copy of this completed form, must be taken to the bookstore in order to receive a book refund.

**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 is applicable for this choice.

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Signature

Date

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Records Office Signature

College Seal