

Withdrawal Request for Military Deployment

This form is for students who request withdrawal from some or all classes due to military deployment. It is the responsibility of the student to initiate and complete all steps of this process or the withdrawal may not be processed. In the event of an emergency or short notice of deployment, contact Veteran Student Services at (847) 543-2018 for assistance in processing your request.

Step 1: Complete and sign this Withdrawal Request form to request the College of Lake County to withdraw you from classes in the semester for which you are deployed, and provide you a refund of tuition and fees as appropriate. Submit the form and a copy of your military orders to CLC's Veteran Student Services.

Step 2: Return your books to CLC's Veteran Student Services for a refund or "used book" buy-back.

Step 3: If receiving Financial Aid, discuss any implications on the aid you are receiving with Veteran Student Services.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcollinois.edu Phone: _____

I am requesting to withdraw from the following classes due to military deployment:

Enrollment Term: Fall Spring Summer Year: _____

Course 1: _____ Class #: _____

Course 2: _____ Class #: _____

Course 3: _____ Class #: _____

Course 4: _____ Class #: _____

Course 5: _____ Class #: _____

I request that the College of Lake County withdraw me from the above classes. I understand that I may be entitled to a refund of tuition and fees associated with these classes. I understand that this may affect my financial aid.

 Student Signature

 Date

-OFFICE USE ONLY-

Verification of military deployment complete: _____

Veteran Student Services Signature

 Date

Withdrawal of class(es) complete: _____

Student Records Signature

 Date

Refund of tuition and fees complete: _____

Student Accounting Signature

 Date