

MILITARY CALL-UP CHECKSHEET

Any administrative action is contingent upon a copy of military orders being received by the Office of Registration and Records.

Term/Year _____

Today's Date _____

Student Name _____

BGSU ID _____

Mailing Address: _____

Refund address if different from mailing: _____

Phone _____

BGSU College _____

_____ Military orders attached

_____ Last day you will be attending BGSU classes

_____ Complete withdrawal from classes?

_____ Remain enrolled in part or all classes?

/___/Yes /___/No Are you expecting to graduate from BGSU this term?

/___/Yes /___/No If you are expecting to graduate this term, do you wish to withdraw your graduation application?

/___/Yes /___/No Are you receiving financial aid? For financial aid recipients, all aid will be processed based on the last date of attendance. A new award letter and additional correspondence will be sent from the Student Financial Aid Office. To determine your options while you are on active military duty, use LoanLocator (www.loanlocator.org) to obtain a list of your loan holder(s) and their contact information.

/___/Yes /___/No National Guard? /___/Yes /___/No Reserves? Unit _____

/___/Yes /___/No Are you residing in a BGSU residence hall? /___/Yes /___/No On-campus meal plan?
If yes, contact Residence Life at 372-2011 to make arrangements to checkout.

/___/Yes /___/No Are you receiving Veteran's Benefits for school?

/___/Yes /___/No Did you purchase books from the University Bookstore? If so, contact University Bookstore to make individual arrangements for refund amounts. If available, take purchase receipt with you.

For the purpose of military call-up, I authorize the following person(s) to act on my behalf.

Name _____ Phone _____

Student Signature _____ Interviewer _____

FOR OFFICE USE

_____ Date ZNOT added

_____ Date classes dropped from WD

_____ Date class(es) dropped if not a full WD

-Today's date = contact date

-Last day of attendance = Effective Date

-Military call-up recorded in memo line

-Refund for withdrawn/dropped classes will be reviewed and calculated by Office of the Bursar

Copy of this form and military orders to:

_____ Bursar's Office/Student Loan

_____ Carol Gill, Reg & Records

_____ College Advising Office

_____ Dawn Vollmar, Student Financial Aid

_____ Sue Lau, Registration and Records

_____ Sharon Apple, Registration & Records

Copy of this form only to:

_____ Office of Residence Life

_____ Dining Serv, Acct Dept, 100 Centrex

_____ University Bookstore

_____ Student