

## **Military Call-Ups**

**Leaving the University:** A special note: Standard University policy and procedures refer students to the Office of the Dean of Students to withdraw; however, in the case of Military Call-Ups, you must take care of your withdrawal through the Office of the Registrar contact noted below. This will help simplify your contact at the university to accomplish your withdrawal. We are aware that you have a short amount of time to accomplish your withdrawal and report for duty, and we will work within the university to expedite as much as we can for you.

- Your first stop will be the Office of the Registrar. Please bring a copy of your military orders along with your power of attorney documentation to Amy Kingma, Office of the Registrar, Room 45, Hovde Hall. If you do not have the above documentation at the time of your visit to the office, a faxed copy to (765) 494-1520 will be accepted.
- If you are unable to stop by the office, please call (765) 494-7638. Amy will walk you through the necessary steps to complete the withdrawal process. The Office of the Registrar will contact:
  1. The Division of Financial Aid to determine if you have federal or private loans. We will contact your lenders so they can defer your loan payments since you will not be in school,
  2. The University Collections Office if you have one of the following loans: Perkins, Purdue, Pharmacy, or Veterinary Medicine in order for these loan payments to be deferred.
- If there is a time restraint imposed by your orders, other properly authorized parties will be permitted to act on your behalf, such as a family member who has power of attorney. They need to contact Amy, at the above number, who will help them through the process.
- If you reside in University housing, please contact the General Manager of your residence hall prior to your departure.
- Depending upon the timeframe that you are called to Active Duty, you can get either 100% of your money back or partial credit. At any point you can choose to cancel your registration and receive 100% of your money back. Note in the case of a 100% refund, all student aid will be returned to the originating account for return to the agency providing the funds such as federal aid, state aid, private aid, or institutional aid. Your options will be discussed with you thoroughly upon your initial contact.
- Your eligibility to register at Purdue University will remain intact while you are away. This will enable you to continue utilizing your Purdue e-mail account. Additionally, you will be able to contact your academic advisor upon your return to register for classes.

**Returning to the University:**

- When your active duty is completed, please bring a copy of your discharge papers (DD214) to Amy Kingma, Office of the Registrar, Room 45, Hovde Hall. She will check to see that your registration status is up-to-date and will work with the other offices on campus to help make your transition back to the University as smooth as possible.