

Pacific Lutheran University

Procedures for Students Affected by Military Mobilization

Students who are notified by the Armed Forces that they will be deployed must contact the Student Services Center for withdraw procedures. University's refund policy for total withdraws, including room and meals, will be followed as outlined in the current Pacific Lutheran University Catalog with the following exceptions:

- Tuition and Course Fees will be forgiven if withdrawn from all courses
- Students may qualify for loan relief by contacting the Financial Aid and Student Employment Office
- Breach of contract penalties will be waived for total withdraws due to military mobilization

Total Withdraw Checklist

Student Responsibility

Contact the Student Services Center and submit the following items:

1. Copy of Military Orders
2. Copy of Power of Attorney
3. Military Mobilization Withdraw Form
4. Emergency Contact Information
5. Surrender of University Identification Card

University Process

The University will do the following:

1. Exit Counseling – Federal Family Education Loan Programs, Federal Perkins, Nursing Student Loans
2. Notification of appropriate University Administrative Offices
 - Business Office/Accounts Receivable
 - Dining Services
 - Financial Aid and Student Employment
 - Loan Collection Office
 - Registrar
 - Residential Life (complete next term housing contract)
 - Student Life (contact faculty, advisors and Computing and Telecommunications)
3. Calculation of final student bill within 3 business days

The Financial Appeals Committee will handle exceptions to the above procedures on an individual basis if requested in writing by a student. Contact Student Services Center for further information.

Students who do not elect a total withdraw must contact the Student Services Center (located in Hauge Administration Building, Room A-102) for information and procedures. (253) 535-7161 or toll free 1-800-678-3243.