ENROLLMENT CHANGE NOTIFICATION

FULL NAME: ____________________________________________  STUDENT ID: __________________

CHAPTER OF BENEFITS:
☐ CH 1606  ☐ CH 1607  ☐ CH 30  ☐ CH 31  ☐ CH 33  ☐ CH 33TOE  ☐ FRY SCHOLARSHIP  ☐ CH 35

SEMESTER: FALL 20___  SPRING 20___  SUMMER 20___  SESSION:  A ___  B ___  C ___

FOR ENROLLMENT CHANGES MADE AFTER THE DROP/ADD DEADLINE:

THE VA REQUIRES THAT YOU VERIFY YOUR LAST DAY OF ATTENDANCE FROM CLASSES THAT YOU WITHDRAW FROM AFTER THE ADD/DROP PERIOD. THIS DATE MAY OR MAY NOT BE THE SAME DATE AS YOUR OFFICIAL WITHDRAWAL DATE AND WILL REQUIRE DOCUMENTED PROOF OR AN INSTRUCTOR’S SIGNATURE VERIFYING YOUR LAST DATE OF ATTENDANCE BY ONE OF THE FOLLOWING METHODS: (1) ATTENDANCE RECORDS, (2) GRADING REPORTS, (3) LAST DATE ON WHICH EXAMINATION OR OTHER PAPERS SUBMITTED, OR (4) LAST DATE OF ACTIVITY IN THE INSTRUCTOR’S RECORDS.

I HAVE REDUCED MY ENROLLMENT AS FOLLOWS:

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<tr>
<th>Course I.D.</th>
<th>Subject</th>
<th>Number</th>
<th>Credit Hours</th>
<th>Last Day of Attendance</th>
<th>Instructor’s Signature: Please verify student has attended classes up to the last day of stated attendance on this form as defined by any of the four methods listed above.</th>
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MITIGATING CIRCUMSTANCES:
If you are filing a Medical/Compassionate Withdrawal Request or a Military Activation Request under any of the following situations, please check appropriate box and forward a copy of your request with corresponding documentation to VeteransForms@asu.edu. We cannot submit an enrollment change with mitigating circumstances to the VA without this documentation.

☐ An illness or death in your immediate family, or an illness or injury afflicting you during the enrollment period.
☐ An unavoidable change in your condition of employment, or geographical transfer resulting from your employment.
☐ Family or financial obligations beyond your control that require you to suspend pursuit of your degree program.
☐ Unanticipated difficulties with childcare arrangements made for the period during which you are attending classes.
☐ Unanticipated active military service, including active duty for training.

WHERE MITIGATING CIRCUMSTANCES ARE A FACTOR, THE VA MAY REQUIRE DOCUMENTATION DIRECTLY FROM YOU AFTER YOUR CERTIFICATION HAS BEEN ADJUSTED OR TERMINATED. HOWEVER, HAVING MITIGATING CIRCUMSTANCES DOES NOT GUARANTEE THAT THE VA WILL WAIVE ANY OVERPAYMENTS INCURRED BY YOUR ENROLLMENT CHANGE.

NOTE: SUBMITTING THIS FORM TO VETERANS SERVICES DOES NOT COMPLETE THE DROP/ADD OR WITHDRAWAL PROCESS AT ASU. DEPENDING ON CIRCUMSTANCES AND THE TIMING OF YOUR REQUEST, ENROLLMENT CHANGES MUST BE PROCESSED THROUGH YOUR MY ASU PAGE, THE REGISTRAR’S OFFICE, OR YOUR COLLEGE/SCHOOL.

__________________________________________________________________________  ______________________________________________________________________
Student Signature  Date

Submit forms in person to any ASU Pat Tillman Veterans Center or by email to VeteransForms@asu.edu with all corresponding documentation if applicable.

02/2015